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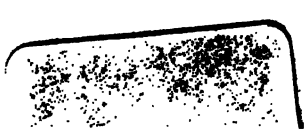

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A

NEW SCHEME

OF

SHORT-HAND;

Being an IMPROVEMENT upon

MR. BYROM's

Universal English Short-Hand.

By JOHN PALMER.

Ille Scriptor erit felix cui littera verbum est,
Quinque notis linguam superet, cursumque loquentis,
Excipiet longas nova per compendia voces.

MANILIUS, Lib. 4.

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1774.

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TO

THE RIGHT HONOURABLE

SIR WILLIAM MEREDITH,

BARONET,

COMPTROLLER OF THE HOUSEHOLD,

AND

ONE OF HIS MAJESTY'S MOST HONOURABLE

PRIVY COUNCIL,

THIS WORK

IS RESPECTFULLY INSCRIBED,

BY

HIS MOST OBEDIENT,

AND MOST HUMBLE SERVANT,

JOHN PALMER.

PREFACE.

IT may reaſonably be expected, that ſome general account be given at the entrance of this Work, of the *New Scheme of Short-hand* contained in it.—I am ſenſible indeed that an Author's deſcription of his own performance is uſually, and often perhaps not without reaſon, ſuſpected by the Public: but the following general deſcription of this *Scheme of Swift-writing* is *literally true*.

Its alphabetical characters are neat and entirely diſtinct, ſo that in the quickeſt writing one will not be confounded with another; and they join with the greateſt poſſible eaſe, ele-

gance and dispatch. The prepositions and terminations are expressed each by a single character, disjoined from the rest of the word; and instead of calling in the aid of arbitrary characters, we abbreviate by much more general and regular methods. The rules of abbreviation are derived from the common modes of contraction practised in Long-hand, but point out such improvements, as usually render the contractions much more legible in Short-hand, than in common-writing: at the same time these rules authorize only such abbreviations, as each writer shall judge, at any period of his practice, proportioned to his own skill in the English Language. Most *common* words are expressed by a single consonant, or single consonant and vowel; and a set of easy rules are given, founded upon experience, to direct what

what vowels in a word ought to be expreſſed, and when all vowels may be omitted. Many of the rules may be adopted without violence and with great advantage into moſt other Schemes of Swift-writing; becauſe they have their reaſons in the nature of our language, and the conſtruction of our ſentences. Very little burden is laid upon the memory, and the rules are ſo diſtinct that a perſon may take one and reject another at pleaſure.—The writing is perfectly lineal and beautiful; and the Short-hand regular, eaſy to be learned, and capable, in its moſt perfect ſtate of abbreviation, of almoſt incredible diſpatch.—To conclude; the greateſt attention has been paid in this Work, to the two eſſential properties of Short-hand, *Expedition* and *Legibility*; one of which has never knowingly been too far ſacrificed to the

other: but throughout the whole, it has been the endeavour of the Author to preſerve a due proportion of each.

With reſpect to the method in which the *Scheme* is drawn up, it is hoped it will prove ſuch as to afford moſt inſtruction to the learner, not only in the nature of this particular Scheme, but of Short-hand *in general.* I have indeed purpoſely left the learner ſomething to do, that he may have the pleaſure of ſeeming to be in a good meaſure the former of his own Scheme; and at the ſame time have I hope ſufficiently guarded againſt his going aſtray.—A Short-hand which preſcribes every thing makes the learner into a cypher, and leaves him a mere practitioner without theory; one which only furniſhes an alphabet, and leaves the reſt to him, is too diſcouraging; and ſuppoſes him to be already,

already, what it ought to make him, a proficient in the *Science*. In the following Work it is hoped the middle course is steered.

As this Scheme of Swift-writing may by chance fall into the hands of some, who have formed a general misconception of the nature of Short-hand, an attempt is made in the first chapter of the Introduction, to rectify their mistaken notions of it. The second chapter treats more fully than has before been done of *Comparative Short-hand*; and will it is hoped be of service to those, who wish to *understand*, as well as practise this Art. The strictures passed in this part of the work, upon the Schemes of some who have preceded in the same walk, owe their insertion, neither to a jealousy of their excellence, nor a dislike of their Authors, (all of whom are unknown to the present writer) but

but are introduced merely to illuſtrate the general principles there laid down: and though in the third chapter it is propoſed to vindicate *this Scheme* from ſome objections, which might otherwiſe perhaps have been raiſed againſt it, yet this is undertaken principally with a view to rectify miſtakes of long ſtanding, among ſome of the practitioners of this Art, and to make further obſervations on *Comparative Short-hand.*

The unnumbered Specimens at the end of the work, will be too difficult for the learner to read very readily, till he be pretty well verſed in the *Rules of abbreviation:* but the ſtudy of thoſe Specimens is recommended to him, as a ready way of acquiring a knowledge of the Rules —Let him however make himſelf perfect in the *firſt* part of the work, before he proceed to the *ſecond*—

If

If he tread ſlowly, he will tread ſurely.

It is a very common fault in learning Short-hand, to give the chief attention at firſt to the method of *writing*; but I wiſh every perſon who ſhall learn this *Scheme*, to make himſelf expert at *reading* the Specimen in plate V. before he attempts to write a ſingle line of it.——I have taught ſeveral different methods of Short-hand to different perſons of my acquaintance at their requeſt; and always found it beſt to make them *readers* before *writers*. But uſually perſons who are to teach themſelves, thinking the *writing* every thing, devote their ſole attention at firſt to that; and leaving their improvement in *reading* to time and chance, ſcarce ever become proficients in it at all: nay often are ſo diſcouraged, by the difficulties to which they have thus

ſubjected

ſubjected themſelves, as even to lay aſide the uſe of Short-hand.

I could have drawn up this *Scheme* in a much ſhorter compaſs, but ſhould not in that caſe, have given the learner a ſufficient inſight into the theory of Short-hand: I could have made it much longer, but was afraid of being thought tedious. Where I have not particularly explained the reaſons on which any of the Rules are founded, I doubt not but the learner will diſcover them after a little practice. It would have been eaſy to have pointed out many other methods of abbreviation; but too many rules being at leaſt as bad as too few, by occaſioning vaſt perplexity and uncertainty, I thought it beſt not to multiply them unneceſſarily.

The leading principle of this *Scheme* as far as relates to the Rules of abbreviation is, that in the genius

and

and ſtructure of our language, we ought to ſearch for methods of contraction, not in arbitrary characters or other whimſies; and of conſequence that *Connection* muſt be the decypherer—and this is meant by the maxim, ſo often repeated in the work, that "Connection is the Maſter-key of Short-hand."

To prevent miſtakes it is proper to obſerve, that the Author is very ſenſible too much may be required of Connection. He is however certain from experience, that a very little practice will enable a perſon readily to diſtinguiſh, in almoſt every ſentence, ſome word or words, which though expreſſed very conciſely and imperfectly, Connection will at any diſtance of time inſtantly decypher; and he has therefore in the following work, pointed out what he reckons the moſt convenient methods of abbreviating

breviating ſuch words, both with a view to Expedition and Legibility.

After all, he ſcruples not to aſſure the Public, that ſuch an application of the abbreviating Rules contained in the ſecond part of this work, as is by no means extenſive, will be abundantly ſufficient for the purpoſes of one who requires a *very Expeditious* Short-hand.

And he thinks if he were to ſay, that without *any* of them, a perſon with a tolerable ready pen and moderate practice, would be able to keep pace with a public ſpeaker, the ſpecimen in plate V. in which none of them are made uſe of, would gain him credit with unprejudiced perſons. To conclude,

The Author freely acknowledges, that it would be a diſappointment to him if this work ſhould not meet with the *approbation* of the Public; but

but, having made Short-hand truly and properly his *Study* for many years, with a view to the present publication, he thinks he has a *claim* upon their *candour*.——The general principles which he has laid down, are plain and intelligible, and he hopes will universally be thought just: and the execution of the plan upon which he has proceeded, will he flatters himself vindicate the title of this Work, and convince all his impartial and judicious Readers, that it is *A real improvement upon Mr. Byrom's Universal English Short-hand.**

Macclesfield,
Dec. 24, 1773.

JOHN PALMER.

* Judging *Mr. Byrom*'s performance too deficient in introductory plates, for many who would wish to learn Short-hand; I have given a greater number—preferring the convenience and advantage of the learner, to any honour I might be supposed to derive, from comprising the Scheme in a smaller compass.

ERRATA.

P. 37.	l. 19.	after *ſtir*, inſert *or*.
86.	22.	after *plate IV.* inſert [*ſee p.* 118.]
99.	9.	in the Notes after *in*, inſert *the uſe of*.
115.	1.	for *plate V.* read *plate IV.*
151.	18.	for *firſt and ſecond*, read *ſecond and third*.
160.	18.	after *of*, read *the firſt and laſt conſonant of*.
168.	13.	after *in*, inſert *variety of*.
—	20.	after *does*, inſert *notwithſtanding*.
171.	11.	after *this*, inſert *kind of*.

ARRANGEMENT OF THE PLATES.

Plate 1ſt. to face p. 73.
Plate 2d. to face p. 77.
Plate 3d. to face p. 113.
Plate 4th. to face p. 118.
Plate 5th. to face p. 124.

The four laſt Plates a, b, c, d, in the order they are marked to front p. 165.

INTRODUCTION.

CHAPTER I.

Objections to the ART *obviated.*

1. MANY have been deterred even from *attempting* to learn a ſcheme of ſwift-writing, by a notion that all words in ſhort-hand are repreſented by arbitrary characters. Hence they have inferred that a memory almoſt more than human is requiſite, to recollect the proper characters in writing, or the words they are intended to repreſent in reading.—For the better information of ſuch perſons it ſeems proper to obſerve, that an alphabet is made uſe of in ſhort-hand as well as in com-

mon writing. But the former can boaſt this advantage above the latter, that its alphabetical characters are much more ſimple, ſhort and convenient for joining, than thoſe uſed in long-hand. The combinations of ſtrokes, which ſtrangers to this art are apt to regard as arbitrary expreſſions for particular words, are compoſed of the ſeveral ſhort-hand letters which form thoſe words, regularly joined together. In this ſpecies of writing *every* letter indeed of a word is not always expreſſed, but every letter *neceſſary for determining what word is intended*, is written by its proper repreſentative in the ſhort-hand alphabet. This is done I ſay, as far as a due regard to expedition will allow; but ſome further method of ſhortening words being ſtill neceſſary, certain general rules are laid down for this purpoſe, which if both rational and ſimple, can prove no

great

great burden to the memory.—Some particular ſchemes of ſhort-writing have, it muſt be owned, a great variety of arbitrary characters; but ſuch ſchemes are coming faſt into diſrepute; it being thought much better by the moſt judicious, to ſhorten words by rules of extenſive application, than by a method which muſt neceſſarily be very perplexing to the inventor, and burdenſome to the memory of the learner.

2. Great numbers have, I believe, been diſcouraged from attempting to learn ſhort-hand, becauſe they could find no reſemblance between the alphabetical characters adopted in ſwift-writing, and thoſe uſed in the common hands. One character may be called *b*, and another *d*, but they can diſcern no ſimilitude; and therefore apprehend ſomething dark and intricate in ſhort-hand.—Let ſuch perſons take notice, that when the cha-

racters of a *ſtenographic* alphabet are called *b*, *d*, *f*, &c. they are not intended to repreſent the long-hand *letters*, but the *ſounds* only for which thoſe letters ſtand.* All the letters of our *common* alphabet are mere arbitrary characters for ſounds, which through cuſtom they ſuggeſt to the mind, without bearing any reſemblance to the ſounds themſelves. When we ſee an *f*, through the aſſociation of ideas induced by habit, we immediately recollect the ſound it was deſigned to repreſent; but *f* is in fact no more like to the ſound it is meant to ſuggeſt, than any other character appropriated to it in a ſhorthand alphabet. He who has learned to recollect at ſight the ſound intended by any character in one alphabet, may eaſily learn to call to mind the ſame ſound at the ſight of ſome other

* It is however generally moſt convenient to *ſpeak* of them as repreſenting the *letters*.

other character, by which it may be denoted in a different one. Boys, for inſtance, at a grammar-ſchool, find no difficulty in learning the Greek alphabet, though the ſame ſounds which occur in our language, are repreſented in it by different characters. Why then ſhould it be thought difficult to learn a ſecond alphabet for our mother-tongue? Or why ſhould ſuch an alphabet be reckoned unnatural and perplexing; when there is as good a reaſon *at leaſt*, for the peculiar form of its characters, as for the figure of thoſe uſed in the Roman or round hands?

3. An objection is ſometimes made to the uſe of ſhort-hand, as having a tendency to ſpoil *good writing*.

This objection would be valid *perhaps*, were the ſhort-hand characters faulty and imperfect imitations of thoſe uſed in common writing; but as on the contrary they bear no re-

ſemblance to them, it is weak and futile. No one will venture to aſſert, that drawing the outlines of birds, beaſts or fiſhes, will injure the hand-writing; or that frequently ſketching inſects will diſqualify a man for drawing a good flower; and yet the abſurdity of either of theſe poſitions, is not greater than that contained in the above objection. It will be found *invariably* I apprehend, that the neateſt writer of ſhort-hand is alſo the beſt writer of the common hands, and *vice verſâ:* becauſe good writing depends upon a certain command of hand and imitative genius, which will equally extend to all kinds of writing.

4. But almoſt every ſtranger to the *Art*, has always ready a ſeemingly more formidable objection to the uſe of ſhort-hand; namely, that it is prejudicial to true orthography.

It

It is very ſtrange that this objection ſo often made, ſhould have been ſo eaſily admitted. For is it really *true* that the practitioners of ſwift-writing are *uſually* worſe ſpellers than the reſt of their fellow-countrymen? Nay, are they not *in general* more exact in their orthography, than the majority of thoſe who repeat this objection? —If they be, it will be ſaid, they owe it merely to their education, the greater number of them being men of letters.—Now this conceſſion ſuggeſts the true ſource of that corrupt ſpelling, with which ſome writers of ſhort-hand may be chargeable, *viz.* the want of proper care in their education. For the future then let parents, guardians or ſchool-maſters exerciſe young people more frequently in ſpelling; and no longer let their negligence be imputed as an objection to ſo uſeful an art.—It is worth notice, that the great *Mr. Locke* did not

think there was any weight in this objection, ſeeing he recommended the teaching of ſhort-hand to *children*.

5. I have known perſons complain greatly of the *time* ſuppoſed *requiſite*, for attaining to a tolerable perfection in this art.—By a queſtion or two we may, however, *preſumptively* at leaſt determine, whether any man ſhould ſuffer himſelf to be diſcouraged by ſuch a complaint, from learning ſhort-hand.—Who then are the perſons that make the complaint; they who have learned ſhort-hand, or they who have little or no knowledge of it?—Only the latter.—Indolent people uſually aſcribe thoſe difficulties and inconveniences to an art or ſcience they attempt to learn, which ariſe ſolely from their own lazineſs, careleſſneſs and inattention. But I preſume no thinking perſon will take his notion of the time or pains neceſſary to acquire a competent knowledge of and

readineſs

readineſs in the art of ſwift-writing, from thoſe who are deſtitute of the talent of application.

Some of my readers may wiſh me to ſay expreſsly, what time may be requiſite to make a perſon maſter of a *ſcheme* of ſhort-hand; but it is impoſſible to give a direct anſwer to this enquiry. Different people will take a longer or ſhorter time, according to their different capacities, the different degrees of their application, and the comparative ſimplicity of the different ſchemes which they may ſtudy.— This ſhould be noticed, that ſince proficiency in all other arts and ſciences requires time and diligence, it is highly unreaſonable to expect ſkill in ſhort-hand to come as it were by *intuition*.

CHAP-

CHAPTER II.

On COMPARATIVE SHORT-HAND.

THE *Art of Short-hand was invented, for the purpose of committing to writing our own thoughts, or the verbal or written discourses of others, with the greatest possible dispatch, consistent with an easy legibility.* So that "Legibility and Expedition are the essential properties of short-hand." *

If this idea of its design had been duly attended to, the art might probably have been brought to its *ne plus ultra* long ago: at least we should not in that case have seen so many *very imperfect*

* *Secrecy* is merely an accidental effect of short-hand; and when any particular scheme is made public, this effect is in a good measure destroyed with respect to that scheme.

imperfect ſchemes of ſwift-writing, nor have heard ſo many *whimſical* objections raiſed againſt them, by numbers who eſteem themſelves proficients in ſhort-hand.

Almoſt every one who underſtands barely enough of this art, to be able to write after ſome particular ſcheme with tolerable propriety, is ready to paſs judgment to the diſadvantage of a different ſcheme, on the ſlighteſt inſpection of a ſpecimen; without being at all aware of the impropriety of ſo haſty a deciſion, or once reflecting how many circumſtances muſt be attended to, before any juſt compariſon can be drawn between them.

Beauty.—An inferiority in point of *beauty* is uſually conſidered by ſuch perſons, as deciſive againſt any method of ſhort-writing. And it will be confeſſed that beauty is a deſirable property, except by thoſe who practiſe a ſcheme which has no pretenſions

to

to it. Mr. Byrom has ſomewhere obſerved, that "ſhortneſs and beauty are the ſame;" and every diſciple of his is frequently repeating this maxim after him; many of them, I am perſuaded, without underſtanding it in the ſame ſenſe as their maſter. Difficult characters and unnatural joinings not only deform the writing, but require alſo longer time to make, than ſuch as are natural and eaſy; and therefore a ſcheme of ſwift-writing in which few or no ſuch characters occur, will be proportionably ſhorter in practice, than another abounding with them. So far the above maxim is true, but if extended further it is falſe; for a combination of *many* ſtrokes, which will require a *longer* time to write, may not only equal, but even ſurpaſs in beauty a combination of *fewer*, for which a *ſhorter* time will ſerve. Beauty does not neceſſarily imply brevity; nor does brevity

vity neceſſarily imply beauty. It is a happy circumſtance, however, when both are united; for I do not mean by theſe remarks to paſs an encomium upon deformity; nor are they intended as an indirect apology for the following ſcheme, as the ſpecimens will ſufficiently evince; which have, to ſay the leaſt in their favour, as much beauty as any hitherto publiſhed can lay claim to. What is ſaid therefore on this head, is deſigned merely to operate as a check upon thoſe who make *beauty every thing*.

Plan.—Previouſly to comparing a new ſcheme of ſhort-hand with one which is familiar to us, it is requiſite that we inform ourſelves concerning the author's general plan. If it fulfils his deſign, it is ſo far perfect; but if the plan be faulty, the ſhort-hand may ſtill be *comparatively* good for nothing.

Mr.

Mr. Jeake's view was to avoid all compound characters; and this, according to the ideas which moſt writers of ſhort-hand entertain of ſuch characters, he has effected; and his ſcheme of ſwift-writing is ſo far perfect; but containing only eight letters by which to expreſs twenty ſounds, it is *comparatively* inferior to all others; and *poſitively* unfit for uſe through its great defect in legibility.

A bad plan affords a preſumption *againſt* any particular ſcheme of ſhort-hand; notwithſtanding which, the plan may be faulty, and the execution *tolerable*. This is the caſe with moſt of the ſchemes of ſhort-hand which have been yet publiſhed. For in juſtice it ought to be acknowledged, that the ſuperior excellence of ſome plans above others, has not always produced that ſuperior excellence in the execution, which might have been expected.

A good

A good plan furniſhes a preſumption *in favour* of any particular ſcheme, yet ſtill the execution may be defective.—The preſent attempt to improve upon *Mr. Byrom's Univerſal Engliſh Short-hand* implies, that I conſider his as a ſcheme of this kind. His plan is excellent, the execution, though not equal to what might have been wiſhed, ſuch as does him great honour, and both together give him a juſt claim to the title of *Father of rational Short-hand:* yet on inſpecting his alphabet, who can avoid being ſtruck with the evident want of a ſufficient diſtinction between the following characters / \ ); as alſo between (\ (? The motion of the hand is peculiarly aukward in forming diagonal curves, as four of theſe characters may be termed, on account of their reſpective correſpondence with the diagonal ſtrokes \ /; ſo that ſhould no ambiguity

biguity arise from the use of them, they must substract from the expedition; but as in quick writing they may very easily be confounded, either with the strokes or semi-circles to which they severally correspond, (which upon trial any person will find to be the case) they must prove very injurious also to legibility.*

The two characters appropriated to *j* are ill employed; since *g*, when soft, represents the very same sound, and may therefore be very properly used in its stead. Out of thirty different short-hand alphabets now before me, seventeen have no character for *j*; and for many years I practised a scheme which had no expression for this letter, but substituted *g* in its room, without finding the least inconvenience from the want of it.

There

* To give one out of innumerable instances; by Mr. Byrom's scheme ⌒ is *upon which*, ⌒ is *by which*.

There ſeems alſo in Mr. Byrom's alphabet, too great a profuſion of uſeful characters on the letter *l*, which has theſe three *b* ſ *p* ſet apart entirely for it.—There can be no doubt, but either the legibility or expedition might have been made more compleat, had not this gentleman been ſo laviſh upon the two laſt mentioned letters. One of his characters for *j* would have furniſhed him with a uſeful *ch*, together with that which he has adopted; becauſe the one might have been written when the other could not: and one of his *l*'s would have made him a much better *th*, than either of thoſe which he uſes. But the truth is, his diagonal curves required all this profuſion upon *l*.

This gentleman's alphabet has likewiſe too perpendicular characters to be carried upwards* *d* *b*; which di-

 rection

* He alſo frequently carries his *l* *t* upwards.

rection of the pen, in making a perpendicular ſtroke, will oblige us either to write very ſlowly, or riſk the confounding ſuch characters, with others nearly reſembling them. In the one caſe expedition will be ſacrificed, in the other legibility. In fact the above are ſcarcely better than arbitrary characters, for the words they are made to repreſent, being of very little further uſe.

To theſe objections another is to be added, againſt the rule which directs to write *np* at the end of a word for *nd*; for *p* and *d* are not ſo much alike in ſound, that one may be ſubſtituted in the room of the other without injury to the legibility.

Theſe are ſome of the imperfections in Mr. Byrom's ſcheme which firſt ſtruck me, and led me to attempt an improvement upon it: in the proſecution of this deſign other objections to his method occurred, of as great

importance

importance at least; many oversights were discovered, several rules were found to be either unnecessary or defective, and there appeared to be a want of some new ones.

In this work I have carefully endeavoured to avoid the faults both of Mr. Byrom's alphabet and rules; and hope I shall be found to have been tolerably successful. It will be thought unnecessary, I imagine, to apologize for appropriating *seven* of the most useful characters to the same letters as Mr. Byrom: for the truth is, I could not avoid it without defeating my original design of improving upon his work. By this acknowledgment I mean to do honour to the memory of that gentleman, and hope my ingenuousness on this head will not hurt me with the public. If my design had been merely to differ from Mr. Byrom, that had been easily effected even with credit to myself; but my

intention was, whatever ſhare of the honour another might partake with me, to carry the *art* of ſhort-hand a ſtep nearer to perfection, by improving the execution of a plan, which I am inclined to think will *never be excelled.* Of my ſucceſs the public muſt and *will* judge.

A *fanciful deſign* is ſure to meet with many friends amongſt thoſe who forget the eſſential properties of ſhort-hand; and even ſenſible men are too apt to let them ſlip out of their memory. This is the caſe of the ingenious author of the *Alphabet of Reaſon*; as well as of ſome others to be noticed in order.

THE ALPHABET OF REASON ſounds well; but all will not agree in one notion, concerning what is neceſſary to conſtitute a *Rational Alphabet for Short-hand.* In my judgment, that alone ought to be ſtiled the *Alphabet of Reaſon*, from the uſe of

of which we obtain the moſt expeditious and moſt legible ſhort-hand. Many, no doubt, have thought with this gentleman, that the moſt ſimple characters applied with judgment to the letters of the alphabet would produce it; yet this author has exhibited the ſimpleſt characters to us, and ſtill we find they do not, and I have reaſon to believe they cannot be made, to produce a ſhort-hand equal to ſome others already publiſhed. The reaſon is, the characters are of ſuch a form, as to occaſion many very awkward and unnatural angles; as for inſtance in *ornament*, *misfortune*, *knowledge*, &c. from amongſt the author's own ſpecimens. Now beſides the time which ſuch difficult angles take in forming, they will alſo prove perpetual ſources of ambiguity. How eaſily may a perſon, not writing very rapidly, ſlide into *rnvt* for *ornament*, *mrtn* for *misfortune*,

 and

and *nrng* ⌒ for *knowledge*: ſuch inſtances as theſe will frequently occur in the uſe of the *Alphabet of Reaſon*.

This writer has endeavoured to conſtruct his alphabet in ſuch a manner, that thoſe characters which recur moſt frequently, may be moſt eaſily formed; but how plauſible an air ſoever ſuch a deſign may carry with it, it is very fallacious. For in conſtructing an alphabet for ſhort-hand, the chief care muſt be employed, to aſſign to thoſe letters which moſt frequently occur *in conjunction*, ſuch characters as will *join* with the greateſt eaſe and expedition. Indeed were the rule by which this gentleman would apply his alphabet perfectly juſt, yet he is guilty of two very material deviations from it. For *firſt* the characters out of which he chuſes are not placed by him agreeably to their comparative eaſe in writ-

ing,

ing, and yet he applies them according to his arrangement of them; and *next* he has been mistaken in the comparative frequency of the occurrence of the letters, as will be seen by consulting a letter-founder's bill; which agrees with his arrangement but in two instances; or according to a proposed amendment of the bill but in *four*.

Besides the mistakes noticed above, this author has, in a note, very inconsistently with himself, rejected the characters / \, for two not half so convenient, beautiful or simple; assigning as his only reason, that thus there will be no obliquities in writing; which in my opinion is a circumstance that implies no excellence, because it has nought to do with promoting the grand ends of short-hand. *Mr. Angell*, in his *Stenography*, mentions his having been shown an alphabet, which consisted only of an up-

right ſtroke varied in ſize and poſition—the author of the *Alphabet of Reaſon* pleaſes himſelf that he has no obliquities—but ſuch fancies are endleſs. *One* might value himſelf for an alphabet conſiſting only of curves, a *ſecond* for one admitting of diagonal ſtrokes alone, and a *third* might triumph in an alphabet, in which only *one ſort* of diagonal ſtrokes were to be found—but what benefit would the art of ſhort-hand derive from ſuch whimſies?

Meſſieurs Holdſworth and *Aldridge* call upon us to attend to their NATURAL SHORT-HAND, becauſe ſay they, "Every character in this method, derives its form from the peculiar poſition of the organs of ſpeech, or the paſſage of the breath in the act of pronunciation."—Now it is obvious, that notwithſtanding this account of the *Natural Short-hand*, it may be deficient in both the eſſentials

of

of expedition and legibility. It was incumbent upon these gentlemen, at first setting out, if they were desirous that the public should look upon the above account of their short-hand, as a recommendation of it, to have proved that *God* must needs have formed the organs of speech in such a manner, that a line representing their position in the act of pronouncing any particular sound, or the direction of the breath by their instrumentality, should give the best character possible, by which to represent the sound itself, in a short-hand for the *English Language*. But in vain would they have attempted to persuade the public, that the Deity paid so much regard *a priori* to *this nation*, as to intend in the original formation of man, to give *us* a hint, not to be taken till near six thousand years after, respecting the best short-hand for our use, in the adjustment of the lips, teeth,

teeth, tongue, palate and throat. Yet no doubt many persons have given these gentlemen credit, for some peculiar excellence in their scheme, from a circumstance which but upon such a supposition, must be entirely insignificant.

There is moreover a striking *inconsistence* in these gentlemens' plan; for at the very same time that they propose to represent by each character, the position of the organs of speech, in the act of pronouncing the sound to which it is appropriated, they have also regard to a letter-founder's bill, with a view to apply their characters in such a manner, that their ease in writing may be proportioned, to the frequency of their occurrence in the English language. It would be very surprising indeed, if these different views and designs should not clash with each other! They must be assuredly inconsistent, unless the Creator

tor did really intend to give the hint mentioned above, which nobody will seriously imagine.

I ought not to neglect cautioning writers of short-hand in this place, not to suffer themselves to be deceived by the *apparent* length of characters; but to bring them to the test of fair experiment; always remembering that *the shortest character is that which may be most expeditiously written.* If the alphabet of the *Natural Short-hand* be thus tried, whatever appearance it may have upon bare inspection, it will, I am certain from actual experiment, be found not to agree with a letter-founder's bill; according to these gentlemens' rule, of observing a due proportion between the ease of the characters, and the comparative frequency of their occurrence: so that if this were essential to a *natural short-hand* according to their representa-

tion,

tion, their ſcheme muſt ſtill be pronounced defective upon their own principles.

Brevity.—A ſcheme of ſhort-hand may poſſibly be invented, which ſhall poſſeſs expedition in too great a degree. This will be the caſe, if the writing becomes illegible or nearly ſo, by reaſon of the brevity with which words are expreſſed. I cannot ſay that I know any ſcheme *really* chargeable with this fault. *Mr. Macauley* indeed ſeems to grant "that from the great diſpatch procured by *his Polygraphy*, it becomes frequently requiſite to tranſcribe what is written in it, into the common hand to prevent miſtakes;" and ſorry I am to be obliged to deny him the honour, which he might think his *Polygraphy* entitled to from ſuch a circumſtance. But indeed an exceſs of expedition is not the cauſe, for which it becomes neceſſary to tranſcribe from his ſhort-

hand

hand into long-hand. The fact is, that Mr. Macauley has not only two places for characters, one upon an imaginary line and another above it, but alſo three, nay in ſome caſes four, different ſizes of the ſame character; and theſe different places and different ſizes *together*, being impoſſible to be obſerved in quick writing, render it neceſſary for him to tranſcribe what he has written in ſhort-hand, into the common-hand to prevent miſtakes. To confirm this aſſertion take the following ſpecimen, ı is *a and*, ı *t to*, ı *l lord let*, ı *th the thee*, ı *tr truſt*, ı *ch child*, ı *pl plain*, ı *a* and *th*.—Is it not very eaſy now to account for the want of legibility in *Mr. Macauley's* ſhort-hand?

It is impoſſible to determine, the comparative length or expedition of two different ſchemes of ſhort-hand, from

from the respective spaces which any thing written by them may occupy: yet judgment is often hastily given against a scheme, by which a little loss of paper is sustained. The property of length being frequently predicated of short-hand, by a small inadvertence, the length of the line or lines, either real or imaginary, on which any thing has been written in it, has come to be considered as the measure of the writing itself; whereas of two specimens of swift-writing, each occupying equal spaces, one may be much longer than the other. The very title of *Short-hand* given to the art of *Swift-writing*, seems to have led people astray in this particular; and even some teachers of it have fallen into the common error on this head, and contributed to the mistakes of others. Thus the gentleman upon whose scheme we last animadverted, informs the public by a weekly advertisement

vertiſement in a country news-paper, that "in his Short-hand he has written *ſeventeen* pſalms, one containing *forty-five* verſes, in the ſize of a card." Is not this leading perſons who have but ſmall acquaintance with the art, to imagine that its chief object is to ſave paper? whereas the grand *deſideratum* in ſhort-hand is *time*. Without diſcrediting *Mr. Macauley*'s abilities for writing *ſmall*, of which he has given a ſatisfactory ſpecimen in the twelfth page of his *Polygraphy*, there are many perſons to be found, who would write all his pſalms in long-hand in the ſame compaſs. Without any regard to *apparent* length, that ſhort-hand which admits of the greateſt expedition is the ſhorteſt; for *time is the meaſure of ſwift-writing*. If the ſame paragraph were written by two different ſchemes of ſhort-hand, that ſpecimen which ſhould take up the moſt room, might be conſiderably

ſhorter

ſhorter than that which ſhould occupy the leaſt: I mean ſhorter as to the *time* requiſite for writing it; there might be in it fewer ſtrokes, fewer angles, and fewer removals of the pen; and the characters themſelves, and the angles which occur, might be more natural and eaſy in the former than in the latter. Before therefore any definitive judgment be given between them, all theſe particulars are to be narrowly attended to and ſtrictly examined.

The following obſervations reſpecting the length of characters, will I hope furniſh hints which may prove uſeful.

1. *Of two characters that which is the ſhorter in one caſe, may be the longer in another.*—By itſelf, or at the beginning of a word, ⌒ is ſhorter than ⌒; but let ⌒ be prefixed to each, and the latter will be the ſhorter, as ⌒⌒; in the firſt of theſe combinations,

nations, the motion of the hand is not only ſtopped by an angle, but further checked by altering its direction, to one entirely oppoſite to that with which it began: in the laſt there is no ſtop, becauſe there is no angle, but in the room of it a very ſmall portion of an arc, viz. as much as will join theſe two characters ⌒, which is inſtantaneouſly formed, and the pen after an eaſy twirl purſues its former motion.

2. *To join by a loop, is generally a more effectual way of ſaving time, than to join by an angle.*——Thus, ⌣ is ſhorter than ⌣, for though there is a portion of a ſmall circle more in the former inſtance than in the latter, yet there is a caution neceſſary in returning the pen along the ſame ſtroke, by which more *time* is loſt.—It is for this reaſon that the common running hand abounds with loops.

3. *A character which begins with a twirl, when written by itſelf or at the beginning of a word, is about equal to two ſtrokes joined with an angle*; thus ৭ is nearly equal to ৭. But the advantage of the loop in joining to a preceding character, abundantly preponderates the loſs ſuſtained in other inſtances, and renders this kind of character very eligible.—If ſuch characters were rejected, their places muſt be ſupplied by others really compounded of two ſimple characters, from which therefore they would not be diſtinguiſhable; or by ſuch as would perpetually occaſion aukward, and therefore long and tedious angles; or by a third ſort reſembling the ſimple characters before choſen in form, and differing only in ſize or the thickneſs of the ſtroke; which would produce an alphabet not ſufficiently diſtinct.

4. *A*

4. *A ſmall circle joined to a ſtroke or a curve, appears longer than it really is*; becauſe one part of the ſtroke or curve forms alſo a part of the circle; this is the caſe of 9 and *b*, &c. &c.

5. *Curves joined to curves, not running one into another like to* ∼ S, *but forming an angle as* ⌒ ⌒, *are longer than ſimple ſtrokes joined by angles*; becauſe the joining is uſually more aukward.

If theſe hints, to which indeed many others might be added, prove ſerviceable for comparing ſpecimens of different ſhort-hands, the author's end in ſuggeſting them will be anſwered.

Legibility.——Diſpatch in writing may be too much diſregarded for the ſake of eaſe in reading. I was juſt about to bring *Mr. Macauley's New Short-hand* as an inſtance; but my temerity received a ſufficient check,

upon meeting in the advertiſement to his third edition with the following declaration; viz. " It is ſo capable of diſpatch, that many *hundred ſentences* may be written by it in *half the time* they can be *expreſſed.*" The ſhort-hand which is ſaid thus wonderfully to excel in expedition, writes every thing at length, and obſerves the moſt exact orthography; and muſt needs therefore be too legible to be expeditious. I am inclined however to think it may prove uſeful to thoſe, who learn ſhort-hand with a view to *ſecrecy* only; and who can be ſatisfied with ſo partial a ſecrecy, as may be ſecured by a ſcheme which is made public.

In ſome caſes the legibility of a particular ſcheme of ſwift-writing, may be ſufficiently aſcertained from the author's *plan*. What is written by the laſt mentioned ſcheme muſt be very legible, if the characters be diſ-

tinct;

tinct; becauſe words are ſpelled by it at length, according to the true orthography. On the contrary, what is written by Mr. Jeake's method muſt be extremely defective in legibility, becauſe he uſes no more than eight characters by which to repreſent twenty letters. The very ſame mark ſtands with him for *d* and *t*, *l* and *r* have but one character aſſigned them, *m* and *n* but one, *u* and *w* no more, *c s x* and *z* one, *b f p* one, *c g k q* only one, and for what reaſon I cannot imagine, *y* is the only ſingle letter which enjoys the honour of having a character appropriated ſolely to it. *Our father* is therefore expreſſed by this gentleman's method, either by the conſonants *r ftr*, *r ftl*, *r fdl*, *r fdr*, *r ftl*, *l btr*, *l btl*, *l bdl*, *l bdr*, *l pdl*, &c. &c.

The grand corollary from what has been particularly obſerved concerning expedition and legibility is this, " that

the excellence of a ſcheme of ſhort-hand conſiſts in maintaining a due proportion of each." Nothing therefore can be more prepoſterous, than the common procedure of ſhort-hand writers practiſing different ſchemes, in order to determine the comparative excellence of each. After writing a few words, expreſſed in the ſhorteſt manner of all others in their reſpective ſchemes, he who has chanced to have written the greater number moſt conciſely, triumphs in the idea that his ſhort-hand is the beſt; without recollecting that a few words cannot determine in ſuch an enquiry; and without either of them thinking how far *legibility* is concerned in the queſtion.—I hope theſe few thoughts on comparative ſhort-hand, will be a means of making the ſubject better underſtood, and put an end to this *unſcientific practice*.

CHAP-

CHAPTER III.

Of ſome particulars respecting the following Scheme of Short-hand.

I AM not aware of any thing faulty in the plan of this *New Scheme of Short-hand*; nor do I know that in the execution it will admit of farther improvement; yet I have not the vanity to aſſert that I have brought the art to its *ne plus ultra*. Be this attempt of mine however more or leſs perfect, it is ſure of meeting with the cenſure of ſome of thoſe, who practiſe a ſhort-hand conſtructed upon different principles; and as I am well aware of ſome of the objections which will be raiſed againſt it, I ſhall conſider them here; not ſo much for the ſake of vindicating myſelf, as of making ſome further obſervations on *Short-*

hand in general, which I think deſerving of notice, and of explaining its principles more fully.

Lineality.—I am certain that its perfect lineality will be objected to as a fault, having heard Mr. Byrom's Scheme cenſured on that ſcore. When this objection was firſt mentioned to me I was aſtoniſhed, recollecting immediately how fond teachers of ſhorthand have always been, of recommending their ſchemes as *the moſt lineal of any extant*. The reaſon however for diſapproving a lineal ſhorthand, aſſigned to me by a gentleman who makes a very diſtinguiſhed figure in the philoſophical world, is plauſible. He obſerves, that characters which fall at certain diſtances below the line, aſſiſt the eye of a public ſpeaker to recover the place from which it was laſt removed; but that if compleat lineality be preſerved, there will be ſuch ſameneſs of ap-

pearance

pearance in the writing, as to make it dangerous for him to look off his notes. To this it is very easy to reply, that in a perfectly lineal short-hand, some characters are shorter, some longer; that what is represented as the excellence of an illineal one, is the perpendicular or diagonal length of some of its combinations, and that no good reason can be given, why horizontal length may not answer the very same purpose. Whosoever shall grant it *may*, must acknowledge that a lineal short-hand being more beautiful, is *cæteris paribus* preferable to an illineal one.—To reconcile however the *advocates of deformity* to my scheme, I assure them it may be written either lineally or illineally at pleasure; as they will find on a very slight trial.

Alphabet.—Some persons disapprove of appropriating two characters to the same consonant; but the great convenience

venience resulting from thence for easy and natural joinings, not to mention other advantages, is more than sufficient to counterbalance a little additional trouble, in learning the alphabet. All the characters in the following alphabet amount only to twenty-seven.

Arbitrary characters.—Some persons may think the want of arbitrary characters an objection to this scheme; but I have several reasons for rejecting all such characters, whether symbolical or not. 1st, They would have an appearance quite discordant from the rest of the writing. 2dly, They are burdensome to the memory. 3dly, It is scarce possible to fix upon any which shall be really shorter than the regular expressions of words; seeing the simple characters and natural combinations are always engrossed, before the aid of arbitrary characters

is

is called in. * And 4thly, A well conſtructed ſhort-hand will not need them; becauſe a general prevailing tendency towards conciſeneſs, will effect more real brevity, than a great abridgment of *particular* words.

Vowels.—I remember to have ſeen, a few years ago, ſome quires of paper written over in long-hand, by a gentleman deceaſed, without vowels, except in a few particular caſes; and have reaſon to think that it was his common method to omit them, when writing for his own private uſe. And I cannot doubt but that any of my readers would, in a week's time, become as expert as that gentleman, and read by conſonants, with the aid of only a very few vowels, without heſi-

* I could produce almoſt numberleſs inſtances, from thoſe ſchemes which have adopted arbitrary characters, of words expreſſed by them, which would have been much ſhorter if written at length.

hesitation. There are many things easy to be done, which would prove very useful when effected, that remain undone, merely for want of being attempted; this is one of them. This last sentence would be very intelligible I should think, if written thus: *Thr ar mny thngs vry esy to be dn, whch wd be vry usfl wn effctd, tht rmn undn, mrly fr wnt of bng attmtd; ths is on of thm.* Suppose that the reading of such a sentence should be attended with hesitation at first, surely a little practice would make this manner of writing very easy; and convince any person, that few of the vowels are necessary.

It is true that by omitting many of the vowels, as directed in the following scheme of short-hand, several words will be expressed after the same manner; *bst* for instance, will be *best* and *bust*; yet no ambiguity will arise from hence, *e. g.* This is the *bst* apple

I ever

I ever tasted: This is a noble *bst* of Sir Isaac. You cannot read the *bust apple*, nor *a noble best of Sir Isaac*. Agreeably to the following rules *sn* will stand for *sin*, *son*, *sun*; but connection steps in to our assistance, and prevents our mistaking one of these words for another; *e. g.* Who is he that convinces me of *sn*? He was an unworthy *sn* of a worthy father. I saw the *sn* rise this morning.

By the rules laid down in the following work, respecting vowels, *barren* and *barn* will both be spelled *brn*, and many such instances there are; but it is impossible that a person of common sense should be led astray by them. Who could read "he intended to have built a *barren*" instead of a *barn*; or "such a person's wife is *barn*" instead of *barren*? So *barn* and *burn*, though spelled after the same manner in short-hand, will never be confounded with each other,

nor

nor with the above words; for instance, "It happened the night my eldest son was *brn*;" a person must step out of his way *designedly* to read such nonsense as, *my son was burn*. "I got this scar by a *brn* in my childhood;" a man ought to be sent again to school who should read *barn*, *born* or *barren*, or to whose thoughts any of these words should occur in such a connection. These instances are not selected from amongst others which would not be so clear, in order to impose upon the reader, but are taken at random; nor to the best of my knowledge will any ambiguity ever arise from such an omission of vowels as I have directed. But if in the course of practice, an instance or two should occur of words, in which connection, without the insertion of vowels, would not distinguish the one from the other, the learner needs only to take notice of them, as words

which

which he is to diſtinguiſh from each other by writing the vowels, *contrary* to rule.

Mr. Macauley makes a very formidable objection to the method of *dotting* for vowels, if it be well founded; I ſhall therefore expend a little time in examining it.—" One of the *beſt* rules, ſays he, in other ſhort-hands (except his own) I found to be dotting for vowels, which in compariſon of ordinary writing is certainly very expeditious; but perceiving that taking off the pen, and conſidering where to place the dot was equal to one ſtroke, the dot itſelf another, and returning to begin the next character taking more time than was neceſſary to a third, I reſolved to drop that way."

It would be ſtepping out of *my* way to expoſe the abſurdity of repreſenting, that the *beſt rule* in other ſchemes of ſhort-hand before *Mr. Macauley*'s, directed

directed an expreſſion for a ſingle vowel more than equal to *three* ſtrokes or ſimple characters; or to enquire whether by *ſuch* a rule the vowels *could* be expeditiouſly made in compariſon of ordinary writing; but it will be certainly proper to enquire, whether he has ſtated the length of the dot truly, in order to remove any prejudice conceived againſt the practice of dotting for vowels, from ſuch a repreſentation.

A dot is in writing *the extreme point of a ſtroke, which though begun or ended viſibly, is inviſibly produced*—for it is evident, whether the pen moves to the right hand or to the left, from a dot towards a ſtroke, or from a ſtroke towards a dot, it deſcribes a line, whether that line be viſible or not; thus in making ʅ, the pen deſcribes the characters ʅ; in writing ſ, the characters ſ; in forming ⌒, the

the mark ⌓; in making ⋁|, the figure ⋁| * &c.

If after the consonants are written a vowel is to be inserted, and the pen returned again to begin a new word, in that case, *The dot is the common point of two lines forming an angle.*— Thus, in writing ⋁ | the dot is the common point of these two lines ⌐; for had the whole of the real character been expressed upon the paper, it would have been ⋁⌐ : Now if we write the same consonants without the vowel, describing the intermediate line, upon the paper, thus, ⋁⌐ the difference between _ and ⌐ is the real length of the dot or vowel, *i. e.* ⋁. Here it is to be observed, that the vowel is as long again in this last instance, as in the two first; and in different cases the dot will be of

 different

* In all these instances but the first, the dot is made after the consonants are written.

different lengths; but even in the laſt it is not longer than moſt of the vowel marks, in thoſe ſchemes of ſhort-hand which have adopted diſtinct characters for vowels; and nothing like ſo long as Mr. Macauley's own m's ⌒ ⌣.

As for the time the dot itſelf takes in making, it is in moſt caſes abſolutely imperceptible; unleſs a man be ſo awkward as to be unable to expreſs it by a mere touch of the pen; and if he muſt needs keep turning the nib round and round to form it, it is not the length of the dot, but the inexpertneſs of the writer which is to be complained of.

But it ſeems "the time requiſite for conſidering where to place the dot is equal to another ſtroke."—This hundreds can teſtify to be a miſtake: and indeed when a man is become habituated to this manner of expreſſing the vowels, he can no more heſitate where

where to place the dot in ſhort-hand, than in common writing where he ſhould place the tittle over an *i* or *j*, or where he ſhould begin a ſecond word when he has written a firſt. Expertneſs in this as well as in other caſes is the reſult of habit.

Having ſhown that few vowels need to be expreſſed, and that a dot is as ſhort an expreſſion for a vowel as thoſe commonly uſed in other *ſchemes* of ſhort-hand: I preſume I have ſufficiently vindicated the practice of dotting for vowels.

To what has been ſaid I muſt however add, that the great advantage of dotting for vowels, and that which gives it the ſuperiority of any other mode of expreſſing them is, that in ſwift writing they are all eaſily and naturally omitted, to the great increaſe of expedition; and yet may afterwards be inſerted at the writer's leiſure; ſo as to render what has been

thus rapidly and conciſely written, ſufficiently legible for him to read without fear, to a party of friends in private, or even in public to the moſt formidable audience, if requiſite.

Connection.—Though the abbreviating rules of the following Scheme of Short-hand are ſuggeſted by, and founded upon the common methods of abbreviating in long-hand, yet they who are determined to find fault, will hunt for objections to theſe rules; and amongſt other things it will ſoon occur to theſe *diligent* perſons, that they admit of expreſſing different words after the ſame manner; from whence it will be ſaid perhaps that ambiguity *muſt* follow.—This general anſwer however may ſerve; that we do not require of connection more than it is capable of performing; but merely adviſe to take advantage of thoſe powers of which we know it to be poſſeſſed, for the purpoſe of brevity

vity with legibility. *The following rules direct to truſt to connection, only ſo far as the writer himſelf is ſatisfied may be ſafely done, for his own reading.* — Beſides we have already ſhown, that words which differ only in ſhort vowels, may be expreſſed alike by dropping thoſe vowels, without giving riſe to any ambiguity: which entirely deſtroys the *general* objection to expreſſing different words after the ſame manner. But in the body of the work itſelf this matter is diſcuſſed more at large.

Another very different objection may perhaps be raiſed by ſome againſt our rules, *viz.* that by attending to connection, the ſame word will be written *differently* in different ſentences: that in ſome it may be abbreviated by the rules, and connection decypher it; and in others muſt be written at length, becauſe the connection will give little or no aſſiſtance

to the reader.——The anſwer to this objection is plain, that this circumſtance cannot affect the legibility of the ſhort-hand. For if a word be abbreviated only when connection will decypher it, it will be always legible when abbreviated: and when written at length it cannot be unintelligible.

If it be aſked, whether it will not require time to diſtinguiſh between thoſe words which may, and thoſe which may not be abbreviated, and left to connection to decypher; I acknowledge this is a very pertinent enquiry; and ſhall therefore endeavour to give the reader ſatisfaction on this head.—It is certain then, that before a man is accuſtomed to this buſineſs, he may occaſionally heſitate, about the propriety and ſafety of abbreviating particular words as they ſhall occur.—To almoſt all who ſhall attempt to learn this ſhort-hand, it will be a *novel work* to diſtinguiſh between

between words which may, and words which ought not to be abbreviated; and like every other buſineſs to which they have been unaccuſtomed, it may appear awkward and perhaps difficult at firſt; but like other buſineſſes to which they have been uſed, *after ſome time* it will become eaſy and natural, and they will then wonder what occaſioned their former difficulties. The more converſant a perſon is with the ſhort-hand, the greater number of words will he find he may abbreviate; and the more readily will he diſtinguiſh them; till habit has rendered him quite expert at this work.* Further, the objection implied in the above enquiry, goes upon the ſuppo-

 ſition,

* A perſon in the ardour of compoſition, or writing after a public ſpeaker, may abbreviate more or leſs as he finds himſelf more or leſs preſſed for time. If he peruſes immediately, he may then ſupply deficiencies from his memory; and will find that trivial hints will then refreſh it.

ſition, that it is neceſſary to abbreviate *every* word which will admit of it; but this is very far from being really the caſe. All the purpoſes of ſhort-hand may be fully anſwered by this Scheme, to a perſon who ſhall never attain to the conciſeſt method of writing it. For its greateſt expedition will never be wanted, by one who has a ready pen; and the man who is deficient in this reſpect, would not be able to keep pace with a public ſpeaker, if every word were expreſſed by a ſingle ſtroke.

Joining Words.—I think it proper to ſtate my reaſons in this place, for rejecting the rules, by which Mr. *Byrom* directs to join two, three, or more words together, expreſſed only by their firſt conſonant each, or firſt conſonant and vowel.—My general reaſon is, that ſuch a joining of one word with another, is abſolutely inconſiſtent with the nature of his plan;

(conſe-

(consequently of mine)—nor can I possibly assign a reason, for his forgetting himself so far as to recommend such a practice, unless it be suggested by his editor, when he tells us, "that after the publication of *Mr. Weston*'s Short-hand, *Mr. Byrom* thought fit to reconsider and retouch his own." By this I suspect he means, "to add his rules for joining;" that he might not be behind-hand with *Weston* in this particular. Indeed the nature of *his* and *Weston*'s Schemes are so different, that *Mr. Byrom* could take no other hint from him; and by taking this he has, harsh as the expression may appear, made a *monster* of his own Short-hand. It was before beautiful because regular; but when characters joined together were sometimes made to stand for a consonant each, and at others for a word each; it became irregular, and therefore preposterous. Nor did the expedient

of

of increaſing the number of vowel marks, which *Mr. Byrom* directs for the purpoſe of diſtinguiſhing thoſe combinations in which each conſonant repreſents a *word*, from others in which each ſtands only for a *letter*, anſwer any good end. For if each word had been written ſeparately, according to judicious and well-digeſted rules, the vowels might have been omitted; and the frequent inſertion of them often occaſions a greater loſs of time, than writing the words diſtinctly would require: and moreover, various combinations of this kind will not admit of vowel marks, neither are they inſerted in many inſtances, in the ſpecimens themſelves.

Mr. Weſton's Scheme, into which ſo many arbitrary characters (about 140) are introduced, could do any thing in this way which he thought fit. An arbitrary character will repreſent a word, when once well fixed

in

in the memory, clearly; and ten thouſand joined together for as many different words, if diſtinct in form and diſtinctly joined, will be as eaſily read as if they ſtood ſeparate: but join the letters of your alphabet together, and let each repreſent a word, and how can you call your Short-hand legible?

In the judgment of a diſcerning reader, *Mr. Byrom*, or his editor, will be found to have been incapable of giving even *plauſibility* to this part of his Scheme; for he could not lay down the extenſive joining rules of *Mr. Weſton*; but after many unnatural contrivances (little, if any thing better than arbitrary characters) he leaves things in ſuch a ſtate, that great numbers of thoſe kinds of words which he appoints to be joined, will not connect with each other: ſo that his diſciples, till after very long practice, muſt be unable to know when they

they may venture to join, and when not.

I believe, that notwithſtanding the diſadvantages of the Scheme, Mr. Byrom had, and many of his Scholars have attained, to an almoſt wonderful ſagacity in making out ſentences thus expreſſed. *Sadpmyw* they will read *ſafely depend upon my word*; and decypher other ſentences ſeemingly as difficult to be read. But which of his diſciples dare venture into a room, with a letter from a correſpondent, in which many ſuch liberties are taken, to read it aloud to a company of friends, before he has well ſtudied it over?—Not *Mr. Byrom himſelf* durſt have attempted this, if I be rightly informed.—It is I own amuſing for two friends to endeavour to puzzle each other, by writing ſo ſhort as to be almoſt unintelligible; but for *uſe a* legible *Short-hand is beſt.* If any perſon pleaſe, he may

play

play ſuch tricks with my Short-hand; and is welcome ſo to do, provided he ſet no additional value on it upon that account; but rather claim to *himſelf* all the honour, which he may think due to his ingenuity, in making that *obſcure*, which was deſigned to be *clear*.

I cannot allow that I have loſt any thing in expedition by writing every word ſeparately, for this reaſon, that I can lay aſide the uſe of vowels on that account much more than *Mr. Byrom*, and ſtill preſerve a greater degree of legibility: and though by joining words after his method more *paper* may be ſaved than by mine, yet on the ſcore of *time* I cannot yield to him.—In his laſt ſpecimen which is moſt contracted, he writes for *they may be* ⌒, I write for the ſame words ⌒; now to any unprejudiced perſon I dare appeal, whether the laſt be not in point of *time* the

ſhorter

ſhorter expreſſion: and ſurely any perſon whatſoever muſt eſteem it more eaſy, to read ſeveral words ſtanding ſeparate and diſtinct, than huddled together as if they formed but one word.—*My client* in the ſame ſpecimen is written ⌒⌐; by the following Scheme it would be written ⌒⌐ or even ⌒⌐.——In ten thouſand inſtances this method has the advantage thus over *Mr. Byrom's*; and in very few *comparatively*, does his gain any advantage over this by means of his joining rules. So that I ſhall not ſcruple to declare, that without adopting them, the expedition as well as legibility of the following Shorthand is greatly ſuperior to his.

Nor can I grant that *Mr. Weſton's* Scheme of Swift-writing, notwithſtanding *his* joining rules, will admit of greater expedition than may be attained by this; provided it has a tenth part of the time and trouble

employed

employed upon it, which his will coſt; and in point of eaſe and regularity it muſt take place of his, becauſe of its entire freedom from arbitrary characters.

To every man, it muſt be acknowledged, according to his particular profeſſion, certain phraſes frequently occur, for which a ſhort expreſſion is deſirable; but for theſe an ingenious perſon will eaſily contrive.—In *Mr. Byrom's* Specimens a lawyer begins *I amſc* for *I am of council.*— Such liberties are very allowable (when time is really gained by them) for private uſe, and in a few particular phraſes, which by the frequency of their occurrence muſt ſoon become familiar; but when they are extended through the language, and made an eſſential part of a Scheme of Shorthand, they become abſurd in the higheſt degree; becauſe deſtructive both of legibility and expedition: of legibility,

legibility, becauſe where ſuch combinations of words are numerous, ſome will frequently occur which are not familiar; and of expedition, becauſe they will confine the attention of the writer too much to the mode of expreſſing words.

I hope theſe ſtrictures on Mr. Byrom's method of joining one word with another, made in the way of ſelf-defence, will not be thought uncandid; and now ſubmit the following work to the candour of the public.

End of the INTRODUCTION.

A

New Scheme of Short-hand,

In which an Attempt is made, to combine the two Properties of Expedition and Legibility in the greateſt Proportion poſſible, by the moſt eaſy and regular Method; *viz.* by Characters the moſt ſimple for convenient Uſe, and Abbreviations correſponding with thoſe already practiſed in Long-hand, and having their Reaſons in the Genius and Structure of our Language.

A New Scheme of Short-hand.

PART I.

THE firſt ſtep to be taken for forming ſuch a Short-hand as we have in view, is to fix upon the number of letters neceſſary for the alphabet. As many muſt be rejected as can be ſpared, becauſe nature will furniſh us with very few ſimple characters, of extenſive or real uſe. Vowels may be expreſſed with ſufficient accuracy and conciſeneſs, without appropriating diſtinct marks for them; and of the conſonants in our language, ſome it is univerſally agreed are ſuperfluous, to which therefore we ſhall aſſign no characters.

C is rejected becauſe *ſ* will ſupply its place when ſoft; thus *city* may be ſpelled *ſity:* and *k* will ſerve as its ſubſtitute when hard; as *kounty* for *county*. For *j* we may write *g*, the ſoft ſound of which is the ſame, thus *gewel* may be written for *jewel*. *Z* being only a harder *ſ*, may always be repreſented by that letter; thus we may write *Sion* inſtead of *Zion* —After diſcarding the vowels and theſe conſonants, the alphabet will ſtand as follows, *b d f g h k l m n p q r ſ t v w x y ch ſh th*.*

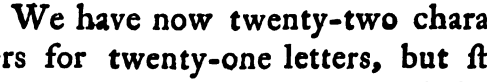
Having thus found what letters we ſhall have occaſion for, we muſt next ſee what characters nature will ſupply us with to expreſs them by; due regard being had to expedition and legibility.—The dot being incapable of joining

* The three laſt, though commonly repreſented by two letters each, being in fact ſingle conſonants, are therefore inſerted in the alphabet.

joining with other characters muſt of courſe be rejected. There are left us then the following eight characters *uſually* called ſimple, * _ / \ | ⌒ ⌣) (; to theſe *Mr. Byrom* has added ⌣ ⌒ (⌒; but being very difficult to make, and very liable to be confounded with other characters, they muſt not be admitted into the alphabet of a ſhort-hand, whoſe properties are to be legibility and diſpatch.

Being obliged now to have recourſe to compound characters, we are to conſider what ſort of compounds will join moſt eaſily with the characters already obtained, and at the ſame time be ſufficiently diſtinct from them. Angular joinings occaſion frequent ſtops of the pen, and a ſhort-hand which abounds with them

* In my judgment that term is very improperly applied to the four laſt: for I ſhould not call any character perfectly *ſimple* which requires the hand to change its firſt direction.

muſt needs have many that are awkward and of difficult formation; angles therefore are to be avoided. The moſt eaſy, and at the ſame time moſt diſtinct way of joining is by a loop, in forming which the pen runs on ſmoothly, and is prepared for a change of direction without ſtop or difficulty. Let us then add a loop to the characters already fixed on, by which we ſhall gain the following new ones  , which will all join with them, though ſome in more inſtances than others.*

We have now twenty-two characters for twenty-one letters, but ſtill want more to perfect our alphabet; becauſe ſeveral of thoſe already obtained

* As many more characters might be formed, by placing the loop at the end, inſtead of the beginning of the former eight; but ſeeing in this caſe it would be often required to join loop to loop, they are all rejected as awkward and unnatural.

tained can be only partially ſerviceable. Let us therefore have recourſe to ſuch compound characters, as are next for eaſe and diſtinctneſs to thoſe we now poſſeſs. Theſe are ſuch as are compounded of a right line and a curve, running into each other without an angle; of which there are ſixteen to be obtained; but the five eaſieſt of them ⌒ ſ ⌒ ⌒ ⌒ will ſupply our wants as well as more.*—Having thus provided ourſelves with the moſt ſimple, eaſy and diſtinct characters for uſe, the greateſt difficulty is ſtill to come; which is adapting them advantageouſly to the letters of the alphabet.

 I have

* Theſe five characters are ſhorter than thoſe with loops when they begin a word, or are written by themſelves; but thoſe with loops are ſhorter than theſe, when joined to a preceding character. *Ch* ⌒ is formed by adding a loop to ⌒, for the convenience of diſtinct joinings in ſome inſtances.

I have ſuggeſted in the Introduction, that in doing this regard muſt be had on the one ſide to the comparative frequency of each letter's occurrence, and on the other to the prevalence of certain combinations—but this after all, is too *complex* a rule to be of any great uſe; and I freely acknowledge that *experiment* has been my principal guide in this affair. It has coſt me ſeveral years application, to aſſign to each letter the propereſt character; during which time I have had frequent reaſon to be ſatisfied, that no great dependance is to be placed on previous reaſonings, in adjuſting the characters to the letters. I offer my alphabet to the public as the reſult of experiment: and, to uſe the words of *Mr. Byrom* on the ſame occaſion, " no pains have been ſpared " to adjuſt our alphabet to the utmoſt " nicety, by ſuch an exact attention " to continual trials and amendments,

" as

PLATE I.

Alphabetical Characters, Words expressed by them, Prepositions, Terminations and Vowels Places.

		Words	Prepositions	Terminations
	b	be; but	be, ob	
	d	do; had	dis, de	
	f	if, of, off	for	full
	g	God; against		
	h	he hither		
	k	could		
		can		ical, ade
		come	com, con	
	l	all; altogether	self	self
	m	'em, them		ment
		whom; must	omni, magni	
	n	and		
		in instead	an; anti, in, inter	ence, ent; nefs
		on not	under un	
	p	particularly	per, pre; pro	[C] ble, able
	q	concerning	contra; counter	
	r	or are	re	ary
	s	as		a
		is, his	satis, superfigni	e, i - tion, sion
		us, whose	circum sub	o
				u
	t	the; to	trans	et; ed; ity
	v, w	was, were	with	ward
	x	extraordinarily	exter, extra, ex	
	y	yet, you		
	ch	which; church		
	sh	she, show		
	th	they		
	&c.	&c.		

Vowels Places.

a. a an	at	ta	am &c		tar	V
e.	et	te	ma &c		ter	V
i. I eye	it	ti	an &c		tir	V
o. oh, owe	ot	to	na &c		tor	V
u. who	ut	tu	as &c		tur	V
			sa &c			

"as was neceſſary to aſcertain the "preference of the diſpoſition of the "characters in it, to any other that "could poſſibly have been pitched "upon, amongſt that almoſt infinite "variety into which they might have "been thrown; and if the reader "has the curioſity to make the ex-"periment, he will find that no "change can be made in the allot-"ment of the marks, but what will "be attended with conſiderable diſ-"advantage." *

For the *alphabet* I refer the reader to plate I. in the firſt column of which are ſeen the ſhort-hand characters, and oppoſite to them in the ſecond, the letters which they repreſent.

Some conſonants have two characters appropriated to them, for the ſake of eaſy and natural joinings.—Should any perſons think, as perhaps *Mr.*

* Univerſal Short-hand, p. 23.

Mr. Byrom's disciples may, the want of resemblance between the two *k*'s a fault, I must own that I see no necessity for preserving such resemblance; and though the alphabet might have looked more uniform, had the *k*'s been as similar to each other as the *d*'s and *g*'s, yet the shorthand would have suffered greatly by attending to so minute and insignificant a circumstance. By the present disposal of the characters, one *k* corresponds to *q*, which has frequently the same sound, and *ks* — to *x*; from which great convenience results.——

Being furnished with characters, and having applied them to the letters, as we believe most properly, we now proceed to point out the best method of employing them, for the purposes of legibility and expedition.

The perpendicular and diagonal characters in our alphabet, are all of equal heights; which circumstance naturally

naturally ſuggeſts the propriety of placing them, as they occur in writing, evenly at the bottom, on a real or imaginary line; this of courſe makes them even at top, where we may therefore ſuppoſe another line to be drawn; and from this higher line moſt of the characters muſt needs be begun, on account of their perpendicular or diagonal directions: this does not however hold good with reſpect to the firſt *l b*, which muſt be always carried upwards from the bottom line; and *r* may be begun either at top or bottom.

The horizontal characters (under which appellation I mean to include all that are not written from top to bottom, or from bottom to top) not filling the ſpace between the lines, may be placed either higher or lower as occaſion ſhall require; concerning which directions will be given, when we come to the explanation of the third

third column in plate I. but till then, and *afterwards* in all caſes to which thoſe directions ſhall not extend, let them be written in the upper part of the ſpace, as their *natural* ſituation.—If the learner wiſhes to be neat and exact in the formation of his characters, (which is a matter of no ſmall importance) let him write them ſingly for a while.

The leading rules for joining are as follows.—All unneceſſary angles muſt be avoided, and one character made to run into another as much as poſſible; thus, write ſ not ſ, ⌣ not ⌣, ∾ not ∾, &c.

When two perpendicular or diagonal characters drawn *downwards* meet in the ſame word, they are each to be made as ſhort again as when written ſeparately, for the ſake of lineality.

The horizontal *k* ſhould not follow in conjunction with a character carried *upwards*,

PLATE II.

Characters classed and joined.

Class 1st

Class 2d

Class 3d

Class 4th

Class 5th

Class 6th

Class 7th

EXCHANGES.

b for p, f for v, k for q, ks for x, p for b, q for k, t for th, v for f, x for ks, ch for sh, sh for ch, k for hard ch.

Contractions.

bn pn		from		bb		mm		br		lt
gm				dd		nn		bl		pf
gn				ff		pp		pt		bf
gr				gg		rr		hf		gr
kr				kk		fs		kf		ch
nn				ll		tt		kr		ln

Double Letters.

upwards, thus for *lk* write ℓ not ϭ; and if *x* ſhould follow a preceding character brought *downwards*, always uſe *ks* in its room: thus for *tax* ⌊ write *taks* ⊢.*

In plate II. ſpecimens of the manner of joining are exhibited, which render a long verbal deſcription unneceſſary.—In this plate, the alphabetical characters are divided into claſſes, and the manner ſhown in which one of each claſs is to be joined to the reſt; this ſerves as a direction for all of the ſame claſs, except that a few inſtances are omitted, which the writer's own ſagacity will readily ſupply.†

As

* In ſome few inſtances there muſt be exceptions to this general rule, till the prepoſitions and terminations are learned; when they will all vaniſh.

† The three inſtances in the plate which have a *ſtar* placed over them, are to be rejected as ſubject to ambiguity—*they are not wanted.*

As ſome letters have two characters each appropriated to them, it will be found moſt *expedient* to begin ſome words with the firſt of them, and others with the ſecond; but the learner will ſoon find a ſort of natural readineſs, in chuſing the moſt proper, without particular directions; as thoſe gentlemen who practiſe *Mr. Byrom's* Scheme can teſtify from experience.—Copying the ſpecimens will ſoon render joining the characters familiar and eaſy.

Some characters which join unnaturally to moſt preceding ones, we have taken care to aſſign to ſuch letters, as have the ſmalleſt power in pronunciation. *H* is one of theſe, and may always be omitted in the middle and end of a word, provided that the vowel which belongs to it in the ſame ſyllable be expreſſed, thus inhabitant may be written *inabitant*, and Jehovah *Jeova*, or even *Jova*.

Nay

Nay at the very beginning of words *h* may be omitted, if the vowel following it be expressed: thus we may write *umour* for humour.—The character for *y* like that for *h* will seldom join naturally in the middle or end of a word; but it is a vowel and must be expressed as *i*, when it occurs at the end; and in the middle it is never found as a consonant, except in compound words,* such as *vineyard*, *steelyard*; which may therefore be written *vine yard*, *steel yard*. †

Those letters which are similar in sound, are made in our alphabet to correspond to each other in form; in such a manner, that if at any time the character for one such letter be inconvenient, the character for the other

* *Beyond* is the only exception to this remark that I recollect, which may be written ⌐; as *behind* may ⌐.

† A compound word may at any time be written as two distinct words.

other may eaſily and naturally be ſubſtituted in its room, with a real increaſe of expedition, and at the ſame time without any injury to the legibility: for it muſt be a matter of entire indifference to a reader, for example, whether *prepoſterous*, *ſcribble*, *inaptitude*, be written as properly ſpelled, or *preboſterous*, *ſcripple*, *inabtitude*. All ſuch *exchanges* are pointed out in plate II; but let it here be noticed, that they are not to take place at the beginning, but only in the middle or end of a word; except in the caſe of *q*, which may have greater liberties taken with it in this reſpect than the reſt of the letters; thus qualify may be written *kalify*, quite, *kite*.*

Mr.

* If the learner be afraid at firſt of truſting to *t* as the repreſentative of *th*, he may in the middle of a word join *t* and *h* together, till his courage is improved; thus, *lengthen* may be written inſtead of ; but I prefer the latter.

Mr. Byrom has assigned but one character to *f* and *v*, though both consonants of frequent occurrence; and vast numbers of words are rendered ambiguous in his Short-hand for want of distinguishing between them at the beginning, notwithstanding they may be safely exchanged for each other in the middle or end of words. *W* approaches as near to the sound of *v* as *f*, and *w* as a consonant is more rare and frequently quiescent. I apprehend therefore that a great advantage is gained, by making *w* the companion of *v* in this Short-hand, instead of *f*. In the middle and end of words *f* and *v* may be freely exchanged for each other as convenience may require; but *f* must never be written for *w*, but always) ; hence it follows that) at the beginning or in the middle of a word, will always represent either *v* or *w*; and when it ends a word it will al-

ways ſtand either for *v* or *f*, becauſe *w* is never a conſonant at the end of a word.

It being our buſineſs, to make the greateſt advantage of our characters, for the purpoſe of expedition conſiſtent with legibility, in plate II. are exhibited ſome contractions, which are produced by only cutting off the angle between two conſonants. The uſe of theſe is more or leſs extenſive, according to the capacity of each, for joining to a preceding character; but all of them will be found extremely uſeful at the beginning of words.

To thoſe contractions in the plate the learner is deſired to add ſ *chr*, ſ *cht*, which are formed in a ſimilar way; as alſo ₀ for a contraction of *th* ¶ when the laſt conſonant in a word: but this muſt never be joined to *b* or *l* when ſtanding by themſelves; for ambiguity would be the certain conſequence;

quence: to ʔ and ʔ it may, thus ʔ *yth* or *youth*, ʔ *qth* or *quoth*.

The ſame kind of contraction with that which ſtands laſt in the plate, may be uſed very extenſively; and is extremely proper at the cloſe of a word ending with *v* or *f*—thus ſ ſ ſ ſ, &c.

If to theſe contractions we alſo add ʔ from ʔ *wt* or *what*, to be uſed when ſtanding by itſelf, or at the beginning of a word when followed by an *r*; we ſhall find great convenience from it;* as alſo from writing *wn* ʔ from the bottom inſtead of ʔ: the circumſtance of the mark's being begun at the bottom will ſufficiently diſtinguiſh it from *ſhn* or *wd*.

Under the title *Double Letters* in plate II. the learner will ſee the beſt methods of writing *bb*, *dd*, &c. which

 are

* If any perſon after proper trials, ſhall find he cannot keep this contraction diſtinct from *mt* ʔ, he muſt not venture to uſe it.

are very plain: all therefore that is neceſſary to be obſerved here concerning them is, that though the *heads* of *b* and *p* are doubled in ſize, the *down-ſtrokes* are but of the uſual length.

No letters need to be doubled unleſs a vowel comes between: let *fall* be written *fal*; *letter leter*, *dabble dable*; but you muſt write *mammon mmon*; *babble bble*, *candid candd*, &c.†

Amongſt the *double letters* are a kind of contracted characters which may require explanation.—The firſt *b* includes in itſelf the *r*, the ſecond includes the *t*; therefore a ſmall ſtroke dividing them reſpectively in two, leaves in the one caſe a *b* at top, and

† In ſhort-hand we always conſider and ſpeak of two conſonants of the ſame name, coming together without an intervening vowel, as one conſonant: thus, e. g. though *anniverſary* in its ſecond ſyllable begins with *n*, yet becauſe *n* alſo concluded the firſt, we ſhould rank the word with an-ar-chy; and include it in the claſs of words whoſe ſecond ſyllable begins with a vowel.

and an *r* at bottom; in the other a *b* at top, and *t* at bottom; ſo that one is properly *br* and the other as truly *bt*.* Theſe inſtances will explain the reſt.—A loſs of time is ſuſtained by making the dividing ſtroke, but it may often be ſupplied by the preceding character as *ſpr*, *kpt*, &c. but the dividing ſtroke, and every ſign of it, may frequently be omitted; eſpecially in words of many ſyllables, as *conſtitute*; and the adept will ſoon be aware, that he may take an equal liberty with many words which are ſhorter: but let the mere learner adhere religiouſly to his rules, leſt by venturing too far of a ſudden, he

 meet

* And as *b* and *p* exchange with each other, they will alſo as properly repreſent *pr* and *pt*.—The contractions for *br bt bf* may be uſed even at the beginning of words for *pr pt pf*; and *bb* will ſerve for *bp*; and *pp* for *pb*; and ſo *pn* for *bn* in any caſe.—The reader may be aſſured that no ambiguity will ariſe from hence *worthy his notice*.

meet with ſome unexpected check or diſcouragement, to damp his ſpirits and prevent his future progreſs.

Mr. Byrom directs to give ſome characters a greater ſlope than uſual to ſuggeſt that they are doubled, thus \ is *f*, \ is *ff*; but this is a diſtinction too difficult to be obſerved in ſwift-writing.—The drawing a very ſmall ſtroke in ſome inſtances without taking off the pen, which is another method of doubling a letter recommended by that gentleman, has too great a tendency in my opinion to introduce ambiguity: by this device *tt* ſhould be thus expreſſed ϟ, but if in quick writing the dividing ſtroke were made a little too long, which may often happen, it would be ϟ *tſt*.

I have preſented the reader in plate IV. with an additional method of doubling conſonants, agreeable to another and more judicious one of *Mr. Byrom*;

Byrom; *viz.* by making the preceding or following character but half its common length; which is a ſufficient and natural hint, that the character which is of the common ſize is to be conſidered as two: to inſtance by the firſt combination ʃ *btr*—the top of the firſt character till it comes in a line with *r* repreſents *b*, below that to the bottom it repreſents *t*, and therefore the whole is with the ſtricteſt propriety termed *btr*, and by exchange *ptr:* ſo alſo ꝥ is *tht* or *that*. Let as much uſe as poſſible be made of this kind of contraction, for it is very advantageous for expedition, without ſubtracting in the leaſt from legibility. *Mr. Byrom*'s Scheme will admit of few of theſe contractions, in compariſon with the preſent.

By uniting this and a former mode of contraction together, -ʃ will be equivalent to *Spetator* or *Spectator*. The *ſ* divides the *p* (for ſo it is by

exchange) into *pt* and the ſhort *r* converts the *t* into *tt*.—*N. B.* A *t* is ſometimes made to repreſent *th*, by having the preceding or ſubſequent conſonant ſhortened after the above manner; thus ⌊ is *thr* as well as *ttr*, and for the ſame reaſon ⌈ is *bthr* as well as *btr*; and ſo in ſimilar caſes. The gentlemen who practiſe *Mr. Byrom*'s Method will witneſs that no ambiguity ariſes from hence.*

It is now time to give ſome directions for ſpelling in ſhort-hand, as far as *Conſonants* are concerned; for about *Vowels* we ſhall be yet ſilent for a while.——The general rule for ſpelling in ſhort-hand is "Spell as you pronounce," by following which direction every quieſcent conſonant will

* An infallible way of preventing ambiguity in ſuch caſes is, to write the dividing ſtroke when *t* is intended, as *btr*; ⌈ and when *th* is deſigned, to follow this method as ⌈ *bthr*; or *vice verſâ*, as the learner pleaſes.

will be dropped; and one that is more proper, will often be ſubſtituted in the room of another which is leſs ſo.—But a few examples will be better than a long deſcription—Chaiſe muſt be written *Shaiſe*, laugh *laf*, draught *draft*, though *tho*, debt *det*, phyſic *fiſik*, acquire *aquire*, ſcene *ſene*, thick *thik*, ſchiſm *ſiſm*, verdict *verdit*, handſome *hanſum*, gnat *nat*, foreign *foren*, writing *riting*, high *hi*, honeſt *oneſt*, chaos *kaos*, rhetoric *retorik*, eſther *eſter*, oh *o*, knap *nap*, adjuſt *ajuſt*, calf *kav*, pſalm *ſam*, kiln *kil*, pique *pik*, receipt *reſet*, friendſhip *frenſhip*, iſland *iland*, wrap *rap*, wry *ri*, ſtretch *ſtrech*, amends *amens*, ſoften *ſof-en*, tempt *temt*; after *s* when *d* is pronounced as *t*, write *t* for it if moſt convenient; as *profeſſed* ꝛc—*Let theſe inſtances be carefully attended to and uniformly imitated.*—As he is a bad ſpeller, who deviates from the prevailing orthography in longhand;

hand; ſo alſo is he, who in ſhorthand does not take care to correct it, when he can thereby add to expedition.

The rule "Spell as you pronounce," though it ſhould be religiouſly obſerved when words will be curtailed by it, is yet to be diſregarded when it would add to the length of them; thus *artichokes*, though pronounced *hartichokes*, muſt be written as it is ſpelled; and *aſparagus*, though ſounded *ſparrowgraſs*, muſt have no *r* inſerted in its laſt ſyllable.

Moreover we find in our language, that in many inſtances, conſonants which are not totally *quieſcent* in pronunciation, are ſtill not neceſſary for diſtinguiſhing one word from another; and in ſuch caſes it is proper, for the purpoſe of expedition, to drop thoſe conſonants, as if they were not ſounded at all.—*G* may be drop-

ped

ped in ſuch words as ſtrength, length, thus write *ſtrenth*, *lenth*: *T* in ſuch as fetch *fech*, next *nex*, ſofter *ſof-er*: *Act ect ict* may generally be repreſented by *k* alone, as contract *contrak*, direct *direk*: *Acts ects icts* may be expreſſed by *ks* or *x*, as facts *faks*, effects *effeks*, afflicts *aflix*; *Pt* when it ends a word of more than one ſyllable may drop the *t*, thus precept may be expreſſed *precep*;* *W* may be often omitted in ſuch words as backward, forward: *Nct* may drop the *c*, as *disjunt* for disjunct, *diſtint* for diſtinct: *Mbl* and *mpl* may drop the *b* and *p*, thus for contemplate write *contemlate*, for humbly *humly*: *Mbr* and *mpr* in like manner may always drop the *b* and *p*, as *numr* for number: and in *mptr* the *p* may always be

* Let (be the cloſing *b* or *p* at the end of a word when no more than *b* or *p* is intended, but ſ when *pt* is meant, as in *precept*; and ⸝ for *bf*, as in *rebuff*.

be ſuppreſſed, as *temter* for tempter, &c. &c.

The *Vowels* are all expreſſed by the dot in different ſituations.—Standing by itſelf in the higher part of the ſpace, *even* with the top of the perpendicular and diagonal ſtrokes, the dot repreſents *a*; a little lower *e*; in the middle *i* or *y*; ſomething lower *o*; and at the bottom *u*.—Now the dot which ſtands for the article *a*, naturally repreſents *awe* which contains no conſonant, and will likewiſe ſerve for *an* before a word beginning with a vowel; the pronoun *I*, will ſuit equally for *eye*; *o* may repreſent *O! oh! owe*; and *u* will ſerve for *who*.* See plate I. *Vowels places.*

Placed at the top, before or after a perpendicular or inclined character brought

* If the *o* and *u*'s place ſhould at any time be confounded, it will be of no conſequence; for *o owe* will not ſuit the connection when *who* is meant.

brought downwards, a dot repreſents *a*; a little lower *e*; and ſo on, as in the ſpace; thus, *at* *et* *it* *ot* *ut*; *ta* *te* *ti* *to* *tu*: but if the character be carried upward, the place of *a* is then naturally thrown to the bottom; for the vowels are reckoned from the point at which the conſonant is begun; *e. g.* *al* *el* *il* *ol* *ul*; *la* *le* *li* *lo* *lu*.

Before horizontal characters *properly ſo called* the place of *a* is over the left-hand point; of *e* a little more to the right, &c.; *as* *es* *is* *os* *us*. *After* ſuch characters the vowels are placed below in the ſame order, thus, *ſa* *ſe* *ſi* *ſo* *ſu*.

Before ⌒ ⌣ ∩ ∪, *a* is expreſſed by a dot on the outſide of the character, in a line with the point at which it begins, as *am an*; *e* by one on the outſide approaching nearer to the middle of the curvature, thus,

thus, ⌒ ⌒; *i* by a dot on the outside of ⌒ ⌒, but in the inside of ⌣, over against the middle, as ⌒ ⌣ *im in*; *o* by one placed in the inside the character, not far from the concluding point, as ⌒ ⌣ *om on*; and *u* within, in a line with the concluding point, as ⌒ ⌣ *um un*. After the four characters above specified, the vowels are placed in a contrary manner, ⌒ *ma* ⌒ *me* ⌒ *mi* ⌒ *mo* ⌒ *mu*; ⌣ *na* ⌣ *ne* ⌣ *ni* ⌣ *no* ⌣ *nu*.

Vowels between consonants are thus expressed; *a* and *e* are set in their usual places after the consonant which they follow, as ⌉ *sat*, ⌉ *set*; *i* in its usual place after the preceding or before the following consonant, as ⌉ or ⌉ *sit*; * and *o* and *u* in their customary places before the following

* Where these two different places of *i* are distinct, as in this instance, advantage may be taken of them to distinguish one word from another; as ⌉ may be *kite*, ⌉ *quite*.

ing conſonant as ⅂ *ſot*, ⅂ *ſut*. See plate IV. under the title *Vowels places more fully repreſented.*

The propriety and even *neceſſity* of expreſſing the vowels after the above-ſtated methods, will ſoon be very clearly diſcerned by the learner; whoſe time therefore we ſhall not take up with reaſoning upon them.*

The *dot* thus employed, will expreſs with ſufficient accuracy all the *vowel ſounds* in our language. *Ai* or *ay au* or *aw* are to be repreſented in the ſame manner as *a*; becauſe *a* has theſe very ſounds in different *words*: *oi* or

* When one character is converted into two by the dividing ſtroke, the top half has three vowels places before it: *a* and *e* having one place, *i* one, and *o* and *u* one: in the middle all the vowels are diſtinctly repreſented; and after the laſt there are three places, as before the firſt—By placing the dividing ſtroke a little lower if the vowel precede, or higher if it follow, more room may be gained to expreſs the vowels places —*but there needs little accuracy about it:* for which reaſon no examples are given.

oi or *oy* may be expreſſed as *i* to which it approaches neareſt in ſound; *ou* or *ow* as in *ſound, crown,* are to be written as *o*;* and *oo* as *u*.—The learner is not at any time to regard what *letter* or *letters* are employed in long-hand, to repreſent any *vowel ſound*; but only what the ſound intended really is; and what ſingle dot, according to the above directions, will beſt expreſs it: by obſerving this advice he will be naturally led to write (as he ought to do) no more than one *vowel* for one *vowel ſound*; whether it be expreſſed in common writing by one, two, or three *vowel letters*.

Neither *Mr. Byrom* nor any other teacher of Short-hand, has given particular directions when to expreſs vowels; and when to omit them; but have left this matter entirely to the fancy

* *W* is never a vowel in our Short-hand alphabet, and therefore may not be joined with a vowel to form a diphthong.

fancy of their diſciples; from a perſuaſion, as I ſuppoſe, that it was impoſſible to form uſeful general rules for ſpelling with vowels.—After having attentively conſidered the ſubject, I am however of a different opinion; and ſhall therefore proceed to give ſome directions on this head, which will I hope be eaſily underſtood, appear natural and rational, and recommend themſelves to the approbation of the learner.

The greater the number of conſonants in a word, the leſs will it require the aid of a vowel to make it legible; thus *ndvr*, *tmtr*, *rmrkbl*, &c. are eaſily read by their conſonants, but to monoſyllables, which for the moſt part have few conſonants, a vowel is more neceſſary; yet expedition requires that we be not too profuſe even upon them. This general rule therefore becomes proper, that " No more vowels ſhall be

" written than are neceſſary to an " eaſy legibility"—Which rule will exclude all the vowels in an almoſt endleſs variety of words.—From a like regard to expedition we muſt lay down this ſecond general rule, that " No more than *one* vowel ſhall be " written in any word." *

The particular caſes, in which it is proper to expreſs vowels for the ſake of legibility, are aſcertained by the following rules.

1. " A vowel which begins a mo- " noſyllable muſt be written"; as in *add*, *apt*, *aft*, *elf*, *ill*, &c. which could not be read with any tolerable degree of certainty without their reſpective vowels.

2. " A vowel which ends a mono- " ſyllable muſt be expreſſed;" for the

* In proper names and ſuch words as *idea* and *eaſy*, more muſt needs be inſerted.

the ſame reaſon†; as *by, few, pay, bow, flee, true,* &c. ſpelled in Short-hand *bi, fu, pa, bo, fle, tru.*‡

3. "*In* a monoſyllable no *ſhort* "vowel needs to be expreſſed;" becauſe the abſence of a vowel at the beginning or end, ſuggeſts that there muſt be one in the middle.§

4. "*In* a monoſyllable a *long* vowel "muſt be written"; which will be known to be a *long* vowel, becauſe a ſhort one would have been excluded.—The learner may notwithſtanding this rule, omit the *long* vowel in common monoſyllables, as, *both, life, ſake,* &c.

 5. "A

† *E* final is excluded from this rule, for being never ſounded we never write it at all in Short-hand.

‡ The reaſon for the two laſt rules ſhows the folly of ſuppoſing, that all vowels *ſtrictly ſpeaking* may be omitted in ſhort-hand.

§ Though many monoſyllables differ from each other only in their ſhort vowels, yet no ambiguity will ariſe in this rule. See Introd. p 44.

5. " A word of more than one " ſyllable ending with a vowel (not being a final *e*) " muſt have that " vowel expreſſed"; (of courſe all others are to be dropped, becauſe of the ſecond general rule, namely, that " No more than *one* vowel muſt be expreſſed in any word") thus *aptly*, *empty*, *conciſely*, *divinely*, are ſpelled *ptli*, *mti*, *knſsli*, *dvnli*, better than *aptl*, *emt*, *knſiſl*, *dvinl*.*

6. " A word of more than one " ſyllable not *ending* with a vowel, " but having a *long vowel* in it, muſt " have that long vowel expreſſed"; for next to the *terminative* the *long vowel* in a word, being found in the ſyllable which is moſt diſtinctly ſounded, affords the greateſt help for read-

* Though a word ending with a vowel, ſhould take after it a plural or poſſeſſive *s*, or the *s* which terminates the third perſon ſing. indic. of the verb, yet the vowel ſhould be inſerted, as folly's follies ⅄ rallies ⅄.

reading.* By this rule abate will be written *bate*, obey *bey*, amuſement *muſement*, admire *dmire*, private *privt*, eſpouſal *ſpouſl*, &c. expreſſions fully ſufficient for the words intended, and much better than *abt*, *ob*, *amſmnt*, *admr*, *prvat*, *eſpſl*.

7. " A word of two ſyllables having no *terminative* nor *long* vowel, " requires to have its *incipient* vowel " expreſſed, if it has one"; † thus write, acorn *akrn*, actor *aktr*, engine *engn*, image *img*, effect *efkt*.

8. " A word of three or more " ſyllables, having no *terminative* nor " *long* vowel, may drop even its *in-* " *cipient* vowel"; as for imbelliſh

 write

† In many inſtances the *long* vowel may be omitted in polyſyllables; thus write miſtaken, *mſtkn*.

† When a word of two ſyllables abounds with conſonants, the *incipient* vowel may however be frequently omitted; as in accept which write *kſpt*, urgent *rgnt*, exempt *xmt*, expel *xpl*, &c.

write *mblſh*, for improper *mprpr*, intelligible *ntlgbl*, &c.—To this rule there is an objection; which, to make it the better remembered, I ſhall throw into a rule, as follows:——

"When the negative prepoſitions *in* "*im un ir* are prefixed to words, "which begin with the ſame conſo- "nant with which they reſpectively "end, the *incipient* vowel muſt al- "ways be expreſſed"; thus write innavigable *invgbl*, immodeſt *imdſt*, unnatural *untrl*, irreligion *irlgn*, &c. to diſtinguiſh them from navigable *nvgbl*, modeſt *mdſt*, natural *ntrl*, religion *rlgn*, &c.

9. "If two vowels meet together "both diſtinctly ſounded, write the "longeſt only"; thus write for idea *i-de*.

10. "In all words whatſoever, "having neither *terminative*, *long* nor "*incipient* vowel, expreſs no vowel "at all"; thus write banner *bnr*, burden

burden *brdn*, conquer *knkr*, dismal, *dsml*, &c.*

The above rules, it will be observed, are designed as guides to a person writing at leisure; not to men that are composing or writing after a speaker. Such persons may omit as many vowels as they find necessary, and supply them at leisure; but should take care in general to supply them, before they venture to read publicly, what they have so rapidly written. The reader will find the above rules well worth learning, and when he comes to apply them they will not be found difficult.——I cannot help ob-

* If the learner thinks these expressions for words, or those under the last rule but one, too deficient, let him remember that *connection* is wanting above; but cannot he easily read such sentences as these — *Nothing is more disgusting than an* imdst *woman*; *The* rlgn *of the heart will appear in the conduct*; *It is noble in man to* knkr *his passions*; *What wise man would enlist under the* bnr *of vice?*

ſerving here, that all Schemes of Short-hand hitherto publiſhed, are extremely deficient for want of directions concerning the caſes in which vowels ſhould be written or omitted; and that the above rules may be adopted into any Scheme of Short-hand whatſoever.

It is very neceſſary for the ſake of *expedition*, to appoint ſome methods of *abbreviating* in every Scheme of Swift writing: the moſt common is that of giving a particular name to every character in the alphabet; or in other terms, making each when written *ſingly* to repreſent ſome particular word. This is an advantage not to be loſt; but let it be obſerved, that in the choice of the words which are to be thus repreſented, a different method muſt be purſued from that which the unexperienced would prefer; and inſtead of the alphabetical characters being uſed for the *longeſt*, they

they ſhould be made to repreſent the moſt *common*, which in our language are generally the *ſhorteſt* words. Moreover care ought to be taken, ſo to adapt the letters of the alphabet, to the words for which they are reſpectively to ſtand, that the former may naturally aſſiſt us to recollect the latter: the words ſhould therefore be expreſſed by their firſt conſonants in general; as *b* for *but*, *n* for *and*, &c. yet ſometimes the laſt conſonant may be preferable, as *ch*, rather than *w*, for *which*. The column marked *Words* in plate I. contains a liſt which I approve of, but which may be both altered and enlarged.

Where two characters are appropriated to the ſame letter, there are in ſome inſtances found *two* words oppoſite to them in the column of *Words*, divided by a ſemicolon; of which the firſt word is expreſſed by the

the firſt character, and the ſecond by the laſt; thus, ſ is *b*, and ſ *but*.

Some characters, capable of different ſituations in the ſpace in which we write, have a diſtinct name in each ſituation; thus *s* at the top is *as*, in the middle *is*, and at bottom *us*; and the horizontal *k* is *can* at top, and *come* at bottom.—See the plate in theſe inſtances and in *m* and *n*.

In ſome caſes I have appointed more than one word to be expreſſed by one character; but in the plate, I have not carried this liberty to the utmoſt extent of which it is capable, even with a due regard to legibility.—But as I reckon the expreſſing of more than one word by one character, of vaſt advantage to expedition, I ſhall endeavour before I proceed, to ſatisfy the learner, that "this liberty *may be* "*ſo taken* as to be of no injury to the "legibility."

Let

Let it then be obſerved that CONNECTION *is the maſter-key of Short-hand*; and when ſuch a method of abbreviating a word is uſed, that *connection* will clearly and readily decypher the word, it is expreſſed with ſufficient diſtinctneſs. It is upon this principle that in the Introduction we vindicate the *third* rule reſpecting vowels; by which, words that differ only in a ſhort vowel will all be written alike—See Introduction, p. 44.—There can be no objection to applying the reaſoning there, to the preſent caſe; and therefore all that ſeems neceſſary for me to add, is to aſſure the learner, that it has been my ſtudy, (and I know *experimentally* that I have ſucceeded) to fix only upon ſuch words for each ſhort-hand letter repreſenting more than one, as connection will diſtinguiſh. Let us however examine one inſtance; ſuppoſe *m*, which at the bottom of the ſpace

ſtands

ſtands for *whom* and *muſt*.* Who can heſitate in determining which of thoſe words is intended in theſe ſentences? *That which God delights in* m *be happy*; *They are the perſons* m *we overtook juſt now:* the connection here and in all inſtances, keeps the two words entirely diſtinct; even ſo as to prevent the leaſt doubt or heſitation. Suppoſe now we were to appoint *m* in the ſame ſituation to repreſent *moſt* alſo, who would read *whom* or *muſt* in ſuch a ſentence as *God is a* m *gracious governour?*—To ſhow the power of connection to decypher ſtill more fully, we will inſert the *m* three times in the ſame ſentence, ſo as to ſtand for all theſe three words; *We* m *do good to thoſe from* m *we have received the* m *atrocious injuries.*

Such inſtances as theſe, though they may ſurprize by their novelty, will yet

* I have no particular reaſon for fixing on this letter any more than another.

yet I am perſuaded ſatisfy the unprejudiced, that the ſame character may ſtand for two or more words without injury to legibility; and convince them alſo of the truth of this general maxim, that much may be truſted to connection. And when I aſſure them that all our remaining rules of abbreviation are ſuch, as thus depend upon connection (but only ſo far as each perſon ſhall judge for *himſelf*, that *he particularly* may venture to truſt to it) I hope it will prepare them to receive the remaining rules of abbreviation with *candour* at leaſt.

If our reaſoning above be admitted, we have ſufficiently proved what was obſerved, p. 105, that the liſt in the plate may be enlarged.—As it is not ſafe however to truſt this buſineſs to *every one*, I ſhall here ſubjoin the compleat liſt which I make uſe of, and by which the ſpecimens are written: they who are qualified may alter

it

it as they pleaſe ⁄ be by, ⁄ but put, ◡ do doings, ◡ would doing,* ⌒ had, ⌒ ſhould down, \ if of off, ⌒ againſt gave, ⌒ among give given, ⌒ God great, ⌒ ago greateſt, ⌒ he hither, ⌒ could coming, ⌒ can come comings, ⌒ come common commonly, ⌒ all will, ⌒ ſhall altogether, ⌒ them me my am, ⌒ may him amidſt, ⌒ moſt muſt whom, ◡ and, ◡ in inſtead, ◡ not on one,(†) \ up particularly, ⁄ upon principal principally, ⁄ quality concerning, / are or, ⌒ as eſſay, ⌒ is his, ⌒ us whoſe, | the thee to,) was were, ⌒ extraordinary extraordinarily, ⌒ exceeding

* When any character is repeated thus, the firſt is ſuppoſed to ſtand in the higher part of the ſpace, and the ſecond in the lower: if it be written thrice, the firſt is ſuppoſed to be at top, the ſecond in the middle, and the third at the bottom.

† If the learner dreads any confuſion in the uſe of *three* places, he may uſe but *two*; the expedition will be very little injured by it.

ing exceedingly, ⌣ exact exactly, ⁹ yet you, ⁽ which church, ⁽ each chief, ⁾ ſhe ſhow, ⁹ they thither;— to theſe *alphabetical* characters may be added the following, which are *contracted*, thus ⁽ chair chapter, ⁽ cheat, ⁽ greater, ⁽ Chriſt, ⁹ that thought, ⁽ have has half, ⁹ what, ⁹ your year.

This liſt can be of very little if of any burden to the memory; it is however worth all the pains it can poſſibly coſt thoſe, whoſe faculties of retention or recollection are moſt defective, if they require a ſhort-hand which poſſeſſes *expedition*.

We have now ſeen, that a character when joined with others, has the name and power of a letter of the common alphabet; and that ſtanding by itſelf, it repreſents one or more entire words.—Now as it is our buſineſs, to make the greateſt uſe of each character in ſhort-hand, which the nature

nature of our Scheme and of our language will allow; and as many words in Engliſh begin with parts called *prepoſitions*, and end with others called *terminations*, it will be uſeful, and is therefore eligible, to repreſent theſe parts of words, by ſingle characters, disjoined from the reſt of the word, but placed near enough to ſhow that they are connected with it: the prepoſitions at the beginning, and the terminations at the end, as their names imply.

Uſually, the firſt conſonant of the prepoſition or termination will be the moſt natural expreſſion for it, as being the moſt regular, and at the ſame time contributing, generally ſpeaking, to aſſiſt the recollection more than any other—Yet in a few caſes ſome other may be proper: for thoſe inſtances in which I have appointed others, I could aſſign particular reaſons; but *Mr. Byrom*'s general one

on

Compound Prepositions.

kd		contradis	ns		insuper unsai
dk		discom discon	nt		intrans un
dn		disin	nm		incircum
dn		disinter	nk		incontro
ds		difsatis	mk		miscon m
nk		incon uncon incom	mn		misunder
nd		indis undis	rk		recon recon
ng		insigni	nn		uninter un

GRAMMATICAL MARKS.

Substantive singular	!	
Substantive plural	!	
Adjective and particip perfect	!	
Adverb	!	
Participle in ing	!,	
Participle plural in ings	!'	

STOPS, &c.

Comma	:	Period	:	Interrogation	
Semicolon	..	Break	:	Admiration	
Colon	..	Quotation	—•	Parenthesis	

Figures.

1 2 3 4 5 6 7 8 9 0.

Reference Marks.

∧ ∨ > < L ⅂ ⅃ ⅂ + X

on a ſimilar occaſion, will be ſooneſt given; "to avoid greater inconve-"niences I was obliged to do it."

The prepoſitions I have made choice of will be ſeen in plate I. under that title. *Be, ob, de, re, an, in, un,* are inſerted in the liſt, becauſe in ſome few caſes, it will contribute to the *beauty* of the writing, to have theſe prepoſitions disjoined; as [illegible] rather than [illegible]; the reſt of the prepoſitions ſhould be *uſually* written whenever they occur.—To thoſe in plate I. muſt be added the liſt in plate III. under the title *Compound Prepoſitions*; which except in one or two inſtances, are expreſſed by the firſt conſonants of the ſingle prepoſitions of which they are compoſed. —To the prepoſitions both ſingle and compound, the following additions may be made—write *intro* as *inter*, *en* as *in*, *kk* for concom, *np* (the firſt *p*) interpre, *mnp* miſinterpre, *mp* (the ſe-

 cond

cond *p*) impro, *np* (ſecond *p*) unpro, *mn* mifin miſinter, *rp* repre, *mrp*, miſrepre, *dm* decom,—perhaps there may be a few prepoſitions overlooked, but the learner will contrive for them by *analogy*.

The following rule will be ſufficient to ſhow the proper uſe of the prepoſitions; by neglecting to lay down which, *Mr. Byrom* has left the legibility of his Short-hand much leſs perfect than it might have been.

'Horizontal prepoſitions, and the 'curves which anſwer to them, ſuch 'as *m* and *n*, muſt be placed in the 'middle or at the bottom of the 'Space; but thoſe which are per-'pendicular or diagonal, muſt be 'made ſhorter by one third than 'uſual; and may therefore be placed 'either in the upper or lower part 'of the ſpace as moſt convenient.' *

See

* The learner will obſerve that the prepoſitional characters are to be uſed *only* at the *beginning* of words.

See the examples in plate V. from which strike *remember*.

Further, 'If a vowel precede a 'prepoſition it may be entirely omit-'ted; thus write accommodate *comedate*, appropriate *propriate*.*

'If it be neceſſary at any time to 'write a vowel immediately follow-'ing a prepoſition, prefix it to the next 'conſonant;' as connive ⌒ not ⌒

For a prepoſition, for reaſons which will be ſeen in the ſecond part of this work, muſt not have any vowel prefixed or ſubjoined to it.

Thoſe conſonants which are not appointed to be uſed for particular prepoſitions, may be employed as a kind of prepoſitions at large, to expreſs the firſt part of a compound

 word;

* If an *s* follow the prepoſition, and a character which requires the dividing mark follow the *s*, *s* may be joined to the prepoſition, and converted into the dividing ſtroke, thus ⌒ insult.

word; as gentle-man , gentle-woman , ginger-bread , landlord .——Compound words which cannot be thus expressed, as beginning with a consonant already appropriated to some preposition, may be either joined or disjoined as pleasure or convenience shall dictate, as coach-man .

Let it be noticed with respect to the terminative characters, that they are never to be used in writing monosyllables: which being observed, they may be made either long or short at pleasure, and set in any part of the space, as most convenient; because they will be distinguished, by the mere circumstance of being disjoined, from common letters; whereas the prepositions in all cases would not. The termination *ing* * is an exception which must be always written at the bottom, and *ings* at top.

The

* See Grammatical Marks, plate III.

The terminative mark *s* is alſo another exception to the general rule, and muſt be placed higher or lower in the ſpace, according as the vowel which begins the termination for which it ſtands, ſhall regularly require.——Let it be obſerved, that though in the plate it appears to repreſent only *ation etion*, &c. yet it is intended to ſtand for *tion* with the laſt vowel and conſonants of any ſyllable immediately preceding *tion e. g.* for *action*, *&c. enſion*, *&c. inction*, *&c. option*, *&c. umption*, *&c. &c.* From the omiſſion of the conſonants preceding *tion* in theſe inſtances, no ambiguity will ariſe, as long as care is taken, that the vowels before each conſonant be duly expreſſed: *e. g.* He was a man of wonderful *invetion*, will naturally be read *invention:* He got no honour by his ſhare in the *tranſation*, i. e. *tranſaction*.

If this terminative mark follow — *s*, — *k*, — *x*, the firſt vowel of the termination ſhould be ſuggeſted by placing the — *s* in that vowels place with reſpect to the preceding character; thus for aſcenſion write — the point of the terminative *s*, being in the *e*'s place of the preceding *s*, ſhows the vowel intended.

The learner is deſired to take notice, that *ſh* is deſigned to repreſent the termination *ſhip*, which there was not convenient room to inſert in the plate.

'If one termination follow another, the laſt muſt be written at length;' as *poſſibility* or without the dividing ſtroke , *teſtamentary* .

'If a prepoſition and termination compoſe the whole of a word, either one or the other as the writer pleaſes, muſt be written at length;'

as

Vowels Places more fully represented.

e	i	o	u		a	e	i	o	u		a	e	i	o	u
				ns						sn					
				nt						sr					
				rg						st					
				rn						tf					
				rs						tg					
				rt						tl					
				sg						tm					
				sm						tn					

A further method of doubling Consonants.

	flr		kfr		lrr		ttl		rbt		wvr
	ffr		krr		ttr		tll		rrt		wrr
	frr		ltr		trr		rrb		rtt		ththr

The use of

Prepositions & Terminations exemplified.

ntradict		discontentment		competent	
rcumstance		uncomfortable		supereminently	
ternal		comical		magnitude	
compence		omnipotent		property	
lfishness		antichrist		transferable	
member		interpreter		withstand	
ameable		undermine		discompose	
petition		contradistinction		disinterested	

Application of Grammatical Marks.

vice, advise		service, serve		triumph	
vices		services		triumphs	
vised		served		triumphed	
visedly		serviceably		triumphantly	
vising		serving		triumphing	
visings		servings		triumphings	
viseable		serviceable		triumphant	

as comical or , tranſition or .*

There is one general method of contraction which it is I ſuppoſe almoſt needleſs to mention; namely to abbreviate in ſhort-hand the words which it is uſual to abbreviate in common writing; expreſſing no more in the former, than is done in the latter; *e. g.* *Dr* for Doctor, *Mr.* for Miſter, *admnr* for adminiſtrator, &c.; ſo for *ever* always write *e'er* , for *even e'en* , for *over o'er* ;—The three laſt contractions may be even uſed in compoſition, thus for *deliver* write *del'er*, *eventide e'entide*, *overtake o'ertake*, and for *every e'ery* ; or cutting off the *e* ; which will always be diſtinguiſhed by *connection* from *wry* or *rye*.——Poetic contractions may be uſed in common, as *morn* for

* No prepoſitive nor terminative character ſhould be prefixed or ſubjoined to monoſyllables.

morning, *trump* for trumpet, *even* or *e'en* for evening.

It is very usual in common writing to contract two words into one, but this practice I advise the learner not to imitate; for in those instances in which it is commonly done, it will for the most part take longer time to express them after that manner, than to write the words separately; thus *he will* ⌒ *6* is shorter than *he'll* ⌒, *will not* *6* ⌣ than *won't* ⌣, and *cannot* ⌐ ⌣ than *can't* ⌐, &c. &c.

A person possessed of the true spirit of short-hand, will not be able to bear any intermixture of common characters in the writing; but will require a uniformity in the look of the whole. Short-hand and long-hand blended together, make a preposterous and monstrous appearance: if the intermixture be necessary, the Scheme of Short-hand must be very faulty; if not, the writer has been too

too indolent to make himſelf maſter of it. I adviſe the learner by no means to blend one with another.

So great an advocate am I for the uniform appearance of ſhort-writing, that in plate III. I have given ſhorter expreſſions for figures than the common: to which, in order to diſtinguiſh them in writing from *literal* characters, I propoſe that this mark ⸝ ſhould be prefixed, at the *bottom* of the ſpace before *numeral* figures, and at the *top* before *ordinal*, thus ⸝ is 12, ⸜ twelfth. Theſe characters may be joined together in any number which will be kept within the ſpace; but if at any time one or more would exceed it, or the joining be inconvenient, you may disjoin: write 1774 ⸝, 234528 ⸝; a cypher is expreſſed by ∘, as 20 ⸝, 50 ⸝, 504 ⸝, 7062 ⸝, 809 ⸝; but when two or more come together, all but the firſt muſt be expreſſed by

by dots, as 200 ,ƀ , 5000 ,ə··, 50034 ,ə/ʌ, 500034 ,ə··ʌ.

This method of expreſſing figures is ſhorter, except in a very few inſtances, than the common; equally diſtinct, becauſe of the figure mark prefixed; and more beautiful, becauſe it gives a uniform appearance to all the writing. It is not however eſſential to the ſhort-hand; therefore a learner who is of a different opinion may uſe the common figures.

For the ſake of uniformity in the appearance of the writing, and from a regard to general beauty, I have alſo in plate III. propoſed ſome new ſtops.—Of theſe I like the comma the leaſt of all, becauſe it is longer than the mark uſed in long-hand: but as it is a very common ſtop, I would recommend the expreſſing it at all times, by a ſpace ſomewhat greater than is uſual between word and word, inſtead of any mark at all:

all: and in quick writing, when neatneſs muſt give way to expedition, let all the ſtops as well as the comma, be expreſſed by ſpaces only; each being proportioned to the length of the ſtop omitted.—Stops like figures, after all, may be expreſſed agreeably to the particular fancy of the writer.

They who are as great friends to the uniform appearance of ſhort-writing as I am, will chuſe inſtead of letters, or the common *reference-marks*, to uſe thoſe in plate III. others may pleaſe themſelves.—*N. B.* The marks ſhould be made ſmaller than in the plate, and ſet at the bottom of the ſpace.

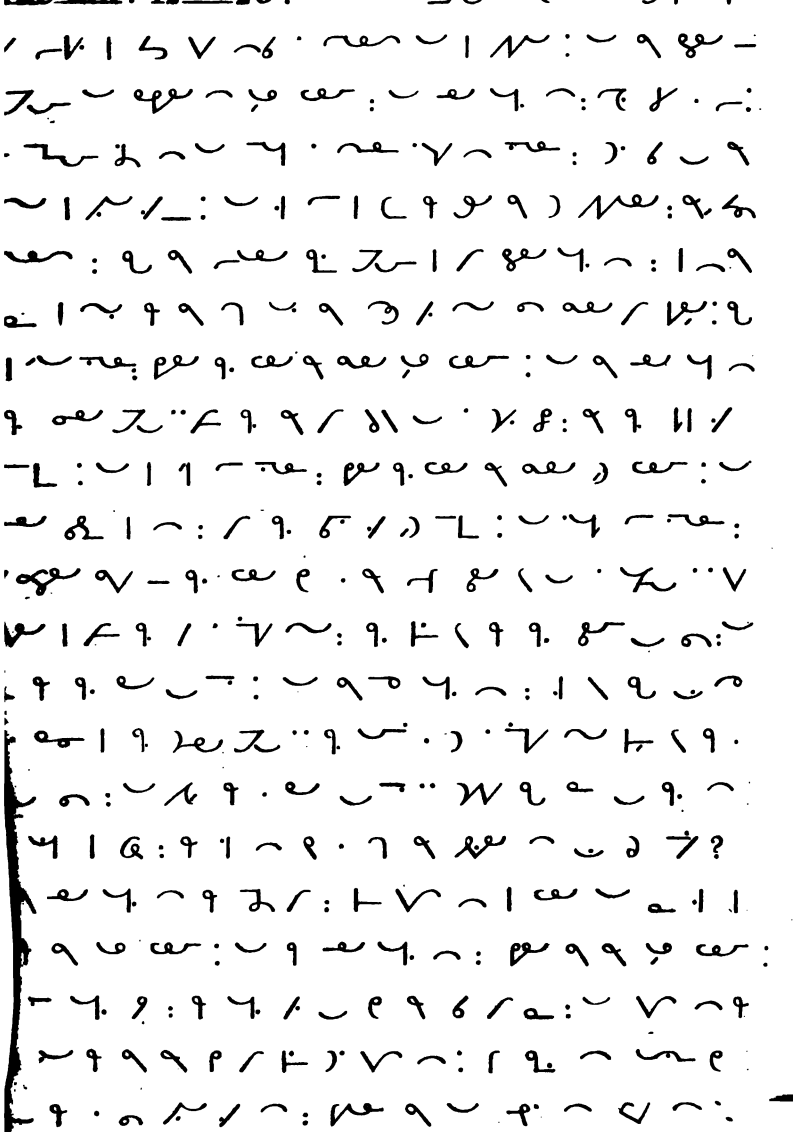
END OF PART THE FIRST.

A NEW

PLATE. V.

The Parable of the Pounds.

Luke XIX. 12—28.



A New Scheme of Short-hand.

PART II.

THE first part of this work contains the simple plan of the Short-hand; and furnishes a Scheme of Swift-writing which is perfectly regular, very legible, and sufficiently expeditious for common purposes. The specimen contained in plate V. will, I apprehend, speak sufficiently in its behalf, and recommend it to the practice of those who will take the trouble of examining it. They who wish to attain to all the expedition, which with a due regard to legibility may be derived from the nature of the plan, will attend me through this second part; in which they

they will find certain rules of abbreviation, founded upon, and ſuggeſted by, methods which are commonly practiſed in long-hand.

I have endeavoured in the firſt part to ſhow, that each letter of our alphabet, may be made to repreſent two or more different words, without ambiguity to the reader, p. 108.——This is a matter of ſo much importance to the learner, and has been ſo little, if at all noticed and attended to by ſhort-hand writers, that a fuller proof may be wiſhed for, and even fuller than can be attained but by repeated trials and experience.——Yet ſurely ſome degree of confidence is due to the repreſentations of a writer, on a ſubject which hardly any one can be ſuppoſed to have ſtudied like himſelf; till a fair and impartial enquiry ſhall have convicted him either of miſtake or miſrepreſentation.

It

It may be of ſome weight to confirm our aſſertions and reaſonings in p. 108. and to prepare the reader for the rules which are to follow, (which are founded upon this maxim, that *Connection is the Maſter-key of Short-hand)* if we ſhow that the letters of the alphabet may in a variety of inſtances, ſtand for ſeveral different words beſides thoſe already aſſigned to them, without ſubtracting at all from legibility.

In our compleat liſt of words expreſſed by a ſingle alphabetical character each, we have made *m* the repreſentative of *whom*, *muſt*, and *moſt*; yet are not the following ſentences, in which *m* ſtands for none of theſe, very intelligible? Our merchants received large orders out of Germany by the laſt Dutch *m*. There have lately been ſome violent eruptions of *m* Ætna. At Cana of Gallilee Jeſus wrought his firſt *m*. I am a *m* more

ſinned

ſinned againſt than ſinning; &c.— Let us for further ſatisfaction take another letter; *t* for inſtance, which ſtands for *the*, *thee*, and *to*; and try it after the ſame manner. The Chriſtian's guide is the new *t*. He is to take his *t* at the Old Bailey. Dinner was juſt ſet upon the *t*. He was a man of a very uneven *t*.—I do not know whether ſome perſons may not heſitate about the meaning of an *m* or a *t* in ſome of the above ſentences; for though I aſſert that *Connection is the Maſter-key of Shorthand*, I do not ſuppoſe every one capable of turning this key with equal adroitneſs. Some will eaſily read the above ſentences, ſome would read them if more contracted, others perhaps would not chuſe to have contracted them at all; but let it be noticed, that the *mode* of abbreviation is all that we are conſidering; and if that be allowed in the general to be

conſiſtent

consistent with an easy legibility, every one must avail himself of it as far as he is sensible that he safely may. I suppose that none to whom shorthand is an object worthy of attention, are incapable of making some advantage of it.—I beg it may be noticed in this place, and remembered throughout the remainder of this work, that our reasoning is not intended to vindicate the *specimens* which we may produce of the several methods of abbreviation adopted by us; but merely the *methods themselves:* leaving to every one to judge for himself, what use he shall make of each; or whether he may not totally reject some of them.

With respect to the above mode of abbreviation, it is not *urged* upon the learner; though consistent with legibility, and not burdensome to the memory.—Let each one please himself.—But as it is usual in long-hand,

when a word has only its firſt vowel expreſſed, to draw a *daſh* after it as a mark of deficiency; I ſhall recommend a *mark of deficiency* in ſhorthand, equivalent to it; by which the *firſt conſonant of the word intended*, will be effectually diſtinguiſhed from a mere alphabetical character, of courſe rendered incapable of repreſenting any word of the given *liſt of words*, and at once ſhown to have its interpretation in the connection.

Let our mark of deficiency then be *a dot, placed at the concluding point of a character*, in ſuch a manner, that if the character was produced it would paſs through it. A *p* with this mark following it ⟨ will be equivalent to p——, a *d* ⌣ to d——, an *f* \ to f——, &c. thus, By yeſterday's ⟨ p—— we find that trade begins to revive at London. You may ⌣ d—— upon my promiſe.

It

It is unjuſt to puniſh one who has committed no \ f——.

The practicability and reaſonableneſs of this ſcheme ſuggeſt an improvement, by which words expreſſed after this manner, may be rendered much more plain and intelligible, than thoſe abbreviated by a correſpondent method in long-hand. For ſince it is proper, in moſt caſes at leaſt in which only the firſt conſonant of a word is expreſſed, to uſe a *mark of deficiency*, we may by placing it differently, or varying its form, make it repreſent to what part of ſpeech the abbreviated word belongs; and ſhow whether it be adjective, adverb, ſubſtantive, and if ſubſtantive, whether ſingular or plural, &c. *——In

* *Mr. Byrom*'s having no mark for a plural ſubſtantive is a great defect: by writing an *s* to expreſs plurality, and placing a dot at the point of joining, he ſubjects his Short-hand to perpetual

plates III. and IV. under the title Grammatical Marks I have ſhewn theſe, their ſituation and uſe; ſo that I need not ſpend much time here in explaining either. What I have principally to remark is,

That no great accuracy is neceſſary with reſpect to the adjective and adverb marks, but provided they be placed ſo as to be clearly diſtinguiſhed from the vowel and ſubſtantive marks, which will eaſily be done, they will be expreſſed with ſufficient exactneſs for legibility.

'The ſubſtantive plural mark is 'uſed to expreſs alſo the poſſeſſive 'caſe'; thus, if *Gods* were written .o., *God's* would be expreſſed in the ſame way.

'The

tual ambiguities; ſeeing that in his Scheme, a dot placed at the point of joining between two conſonants, ſuggeſts that each is the firſt conſonant of two ſubſtantives for which they reſpectively ſtand, and that ſome prepoſition comes between them.

'The ſubſtantive ſingular, and the 'verb in the form of the infinitive, 'may be expreſſed by the ſame 'mark'; for the conſtruction of our ſentences will never permit a ſubſtantive to be miſtaken for a verb, nor a verb for a ſubſtantive.

'The participle perfect and paſt 'time of the verb may be repreſented 'by the ſame mark'; both being uſually the very ſame word.

The adjective mark in plate III. is the dot to the left; and the participle perfect mark the ſtroke which follows the character there exhibited.

From the participle preſent of the verb, is often formed a ſubſtantive which admits of a plural termination; from a regard to which derivation this kind of plural ſubſtantives are called in the plate *participles plural in* ings: not with grammatical accuracy I am ſenſible, but becauſe I thought it beſt to diſtinguiſh this

ſort of derivative ſubſtantives from others.

When *ing* has only one conſonant regularly preceding it in the ſame word, let them who uſe the grammatical marks expreſs it by *ng*; by which means whenever the terminative *ing* ſhall appear after a ſingle conſonant it will be an infallible ſign of its being a *mark of deficiency* as well as the repreſentative of *ing*.

By means of theſe different marks,* we render our ſign of deficiency in ſhort-hand, a much greater help to reading than that uſed in common writing; and conſequently this mode of abbreviation is with us, greatly preferable to that from which it is ta-

* It is a fault in *Mr. Byrom*'s Short-hand that he places a dot both to the right and left, to diſtinguiſh his parts of ſpeech; for that which is to the right of a preceding character, is to the left of a following one; thus | . |——Who can ſay to which ſtroke the dot belongs?

taken.* In the uſe of it two things are to be regarded—Firſt, ‘ Not to ‘ expreſs any words after this man- ‘ ner, but ſuch as the connection ‘ will readily ſuggeſt by this ſmall ‘ hint,’ which is a circumſtance that depends entirely upon the ſagacity of the writer; who if he proceeds *cautiouſly*, will be perpetually diſcovering that he may take greater and greater liberties. For as the characters grow familiar, and reading becomes habitual, his expertneſs in making out much from a little will encreaſe.—Secondly, ‘ that he do not ‘ uſe theſe marks, in caſes where ‘ they will really make a word lon- ‘ ger, than if written by all its con- ‘ ſonants.’ There is no ſmall danger of this; ſeeing *apparent* length often

 ſtrikes

* In writing after a ſpeaker it will be ſufficient to uſe the ſubſtantives marks alone, as *general* marks of deficiency: but when time will allow let the writer be more exact.

ſtrikes the imagination more than *real*; and I have ever found, that writers of Short-hand have been generally inclined to think that combination of characters ſhorteſt, which is comprized in leaſt compaſs, or which looks moſt compact. They will for inſtance prefer + for length to —| , though there is no difference between them; and perhaps think ⌒ ſhorter than ∾, though it is in fact much longer.—But I ſhall not enlarge upon this caution here, as ſome things obſerved on *Comparative Short-hand* in the Introduction, will I hope excite the attention, and aſſiſt the judgment of the learner on this ſubject.*

Being

* Even thoſe perſons who are unacquainted with grammar, may reap great advantages from learning theſe marks, provided they employ them as follows.

'If a word ending with *s* be to be abbreviated 'after the manner pointed out above, let them 'annex

Being thus naturally led to convert the *mark of deficiency* into a real advantage, for the more accurate representation of such words, as on account

'annex to it the substantive plural mark;' which will show them, when they come to read, that the word ends in *s* (as most plurals do) thus ⌒ is equal to m——s.

'If it end in *ed* use the participle perfect 'mark;' which will then be equivalent to a terminative mark for *ed*, thus ⌒ı is equal to m——ed.

'If it end in *ly* use the adverb mark,' which will then be a terminative mark equivalent to *ly*, thus ⌒ is the same as m——ly.

'If it end in *ing* or *ings* use the marks for 'those terminations respectively;' but remember to use *ng* and *ngs* for them (as above directed) at the end of words which not being abbreviated have but one consonant preceding either of these terminations: for they are never to be used after a single consonant, but as signs of deficiency as well as terminative marks.

'If it end in none of these, use the substan-'tive singular or the adjective mark at pleasure, 'as a mere mark of deficiency,' which will furnish as good a hint of the word intended, as the break or dash in long-hand.

count of the connection do not require to be expressed at full length; it is also natural to go one step further: and as some persons from the nature of their profession, be it what it will, find a greater use for one *set* of words, and others for another; it appears to be well worth the while of every writer of Short-hand, to commit a list of such words to memory, to be expressed by their first consonant and proper mark of deficiency; which he may extend, if he please, to every alphabetical character in its different situation. To explain my meaning more fully, the Divine may write *b* with its substantive mark for *belief*, the Physician for *brain*, the Lawyer for *burglary*, the Tradesman for *bankrupt*, &c. so *d* with the first may be *disciple*, with the second *diaphragm*, with the next *debenture*, with the last *dividend*, &c. —If such words be chosen as have an adjective,

adjective, adverb, &c. belonging to them, then *they* are to be considered as forming part of the list, and are to be expressed by the same consonant with *their respective marks of deficiency*; thus if ₒ̲. stand for godliness, ₒ̲: will be godly, and ₒ̲ godlily.* If it should be thought, that such a list as we propose will interfere with the general practice of abbreviating occasional words after the same manner; let it be observed that only *such occasional words* are to be thus expressed, as the connection will decypher; and therefore it is impossible the proposed list should interfere with this general practice, if it be properly directed by the general rule. For if at any time *connection* should lead to one of the words in the list, this

* The adjective and adverb marks must be set so much above or below the horizontal strokes, as in these instances, that they cannot be mistaken for vowels,

this circumſtance will render that word the more legible, ſeeing both memory and connection will concur to decypher it; and if the connection ſhould not *evidently* lead to it, it muſt belong to the liſt, and of courſe be legible, if that has been thoroughly committed to memory.—But as the learner from an ambition of writing very conciſely, may be apt to truſt to connection, without ſufficient reaſon to hope for its aſſiſtance, I think it proper here to adviſe all who may learn this Scheme of Short-hand, "WHEN THEY HAVE ANY DOUBT "CONCERNING THE SAFETY OF "ABBREVIATING ANY WORD IN A "SENTENCE TO WRITE IT AT "LENGTH;" for the expedition of our Short-hand does not require us to ſacrifice legibility to it. After a ſpeaker indeed, let them do as they pleaſe; and when they have leiſure they may ſatisfy themſelves concern-

ing

ing the prudence of abbreviating or not abbreviating a doubtful word; but except in this caſe let the above direction be religiouſly obſerved.—To what I have ſaid above concerning the propoſed liſt, I muſt add here that it cannot be burdenſome to the memory, ſeeing it is to conſiſt only of words very familiar to the writer, and all expreſſed after one and the ſame method; namely, by their firſt conſonant and proper mark of deficiency.

Having thus vindicated the propoſed Scheme, I ſhall here preſent the reader with the *liſt of ſubſtantives* which I find moſt ſerviceable to myſelf; and which I would recommend to perſons of the ſame profeſſion, as on the whole the beſt perhaps which they can chuſe. The verbs from which ſome of them are derived, or which are derived from ſome of them, are inſerted with them; becauſe according

cording to rule they are expreſſed in the ſame manner, ſee p. 133.

Bleſs bleſſing, believe belief, difficulty, doctrine,* advantage, divide diviſion, frequent frequency, godlineſs, juſtice, glorify glory, goodneſs, humanize humanity, covet covetouſneſs, conſider conſideration, conſequence, liberality, lament lamentation, mortality, member, nature, engage engagement, preſent preſence, part, qualify qualification, repent repentance, ſpirit, ſenſe, temper, world, exemplify example, except exception, youthfulneſs, cheer cheerfulneſs, change, ſhame, thank; ſome of the contracted characters may alſo be uſed for the ſame purpoſe if agreeable

* When the ſame character occurs twice, the firſt is ſuppoſed to be written at the top of our ſpace and the ſecond at the bottom.

able to the learner; thus, ſ may be charity, ſ cheat, ſ grace, ſ chriſtian, ſ thoughtfulnleſs.

Each of the ſubſtantives in the above liſt, has ſome adjective or adverb, which may be expreſſed by the ſame conſonant in the ſame ſituation, with the addition of the adjective or adverb, inſtead of the ſubſtantive mark; but as there are uſually more than one adjective and adverb belonging to the ſame *tribe* or *family* (if I may be allowed the expreſſion) to chuſe out of, it becomes neceſſary to lay down the following rule: 'Select 'that adjective and adverb which 'bears the greateſt reſemblance to 'the ſubſtantive in its conſonants'—according to which rule *diviſion*, e. g. muſt be accompanied by *diviſible*, and *diviſibly* (if the latter be a good Engliſh word).—Each verb claſſed with any of the above ſubſtantives, either as a root or a derivative, furniſhes a

participle

participle present and a participle perfect in a regular manner, thus from *divide* comes *dividing* (and perhaps *dividings)* and *divided*; which compleat the number of words of this tribe, to be expressed by their first consonant and grammatical marks; thus, *divide division* ⁊, *divisible* ⁊, *divisibly* ⁊, *dividing* ⁊ , *dividings* ⁊', *divided* ⁊ .

After this manner the *list* is to be compleated: but there is no need of writing it at full length; because if the rule be properly attended to, the words which are to be thus written out of a whole class, will be instantly distinguished—But in this particular let every one please himself.

By diligently prosecuting one advantage, we are often led to the discovery of some other; this is verified in the present instance; for having found out a concise method of expressing the above words, which are only

only a part of the *family* of which the word *divide* is the *ſtock*, we are led to provide ſome eaſy method of expreſſing the remainder. This may be done after the following manner. We have ſeen that the word *divide* as the root of *diviſion*, &c. is expreſſed thus ; now the conſonant and dot or mark of deficiency being a regular expreſſion for this word, may repreſent it when only a *part* of a word as well as when a *compleat* one: of courſe *divide-r* may be written , *divide-nd* ,* *divid-able* , (the termination being disjoined as uſual) *divid-ant* , *divid-ual* . Hence we form this general rule: ‘ The *root* of any ſubſtantive, or the ſubſtantive itſelf being a *root*, expreſſed by its firſt conſonant and the ſubſtan-

 tive

* A ſmall ſtroke is to be drawn through in ſuch inſtances as this, where the dot ſhould be; becauſe the dot would not be ſufficiently diſtinct for want of an angular joining.

ſtantive ſingular mark ſhall repreſent that *root*, not only when written ſingly, but alſo *in compoſition*.'

If a prepoſition come before any word expreſſed by its firſt conſonant and grammatical mark, whether ſingly or in compoſition, it may be repreſented as uſual,' thus write *indiviſible* ᳬ; *undivided* ᳬ, *individual* ᳬ, *individuation* ᳬ, *individuality* ᳬ.——

It is very common for a derivative adjective to be the *root* of ſome derivative ſubſtantive; *e. g.* from *diviſible* come *diviſibility* and *diviſibleneſs*; now the mark for *diviſible* above, furniſhes as regular a root for theſe, as ᳬ does for *divide*, and they may therefore be written *diviſibility* ᳬ, *diviſibleneſs* ᳬ.

'Words *thus* expreſſed may alſo have a prepoſition prefixed;' thus, *indiviſibility* ᳬ, *indiviſibleneſs* ᳬ.

If

If a word, belonging to any one clafs of words expreffed after this method, will not be regularly reprefented by any of the above rules, write it at length, as *divifor*.

By the above rules not lefs than five or fix hundred words, whofe roots are all contained in the above lift, are greatly abbreviated; and at the fame time written in the moft accurate manner.—And I am perfuaded however difficult thefe rules may appear to a *reader*, they will be found very eafy in *practice*. The inftances I have given are the *moft difficult* of any that refult from the ufe of the lift of fubftantives.

Having feen above, that a word expreffed by its firft confonant and grammatical mark, may take a prepofition before it; it appears reafonable after writing a prepofition, to exprefs the remainder of *any* word by the firft confonant with its proper

mark, according to the part of ſpeech to which it belongs, in all caſes in which the connection will render the word ſufficiently legible, without writing more of it. That ſuch caſes will occur, the following inſtances will abundantly ſhow; She ruined her ⌐(comp—— with rouge. He preſents ⌐(comp—s and thanks for your favours. They are ſo alike that it is difficult to diſt—— ⌐| between them. *Diſt*—— according to the rules reſpecting the liſt of ſubſtantives may be diſtemper; but who would even think of ſuch a word in the above connection? *

'If a word begin with a prepoſition, and the connection will not decypher

* There are ſo few inſtances of words conſiſting only of a prepoſition and ſingle conſonant that in general the mark of deficiency may be omitted in ſuch caſes, (except the plural ſubſtantive mark) by which many words will be fully diſtinguiſhed from thoſe on the liſt of ſubſtantives.

decypher it, unleſs more than the prepoſition and following conſonant, with or without the mark of deficiency be expreſſed, either write the whole, or as much as you judge ſufficient, with a due regard to connection, to point out the word intended.'—In this caſe it will frequently be ſufficient to add the vowel immediately following as ⌐(for *competition*, or *ſt*, if that follow without an intermediate vowel, as ⌐] for *circumſtance*.

'Words which have no prepoſition before them, if the connection will not readily decypher them, when expreſſed by their firſt conſonant and proper mark of deficiency, muſt be either abbreviated by ſome following rule or written at length.'

'Words ending with a termination preceded by more than one conſonant, may have a mark of deficiency, inſtead of the terminative

character;' thus reason—— for *reasonableness*, hard—— for *hardness*, differ— for *different*, &c.* So at any time these marks may follow the *root* of a word, as fair— for *fairly*.

'If a word whose termination is dropped be a plural substantive, the plural mark must be set at the beginning of the *first* consonant in the word,' thus for *exhortations* write exhort——s.†

In some cases the connection itself points out the termination of a word so clearly, that it is impossible for the reader to mistake it; and quite

* The writer after all may express the termination if he please: it will make little difference in point of time.—The termination should always be expressed when a long vowel immediately precedes it as employment not —

† In this case the cannot belong to the list of substantives; for if it did it must be a plural substantive; but plural substantives will *never* admit of increase at the *end*.

quite needleſs to write either that, or the grammatical mark. In ſuch ſentences as theſe, connection is *itſelf* the ſign of deficiency; He was very cloſely *engage* in buſineſs. We had *entertain* them very elegantly. They were *walk* in the fields. Study amuſed and *refreſh* him. He *delight* in ſhorthand. Thou *ſpeak* too loud. Few readers will require to be told, that the words above, printed in Italics, are to be read reſpectively, *engaged*, *entertained*, *walking*, *refreſhed*, *delights*, *ſpeakeſt*.

Theſe inſtances ſhew the reaſonableneſs of the following rules: 'Omit the diſtinguiſhing terminations of the firſt and ſecond perſons of the verb,' for connection will always ſupply their place.

'When connection requires a participle preſent or perfect the diſtinguiſhing termination of each may be dropped.'

As the connection itſelf ſerves for a mark of deficiency in the inſtances laſt given, it will alſo anſwer this purpoſe in others. Connection often renders it unneceſſary, when a word begins with a vowel, to expreſs more than that vowel and the following conſonant; e. g. On that ſubject he gave his op—— very freely. It is an affair which requires to be particularly at—— to. It is ſaid the K— intends to give his el—— dominions to his ſecond ſon, the B— of Os——.* I ſhall not multiply examples, but muſt obſerve here, that we may make this mode of abbreviating of vaſt ſervice to the expedition of our Shorthand, if we commit to memory a number of words (greater or leſs at pleaſure) that frequently occur, to be expreſſed by their firſt vowel and con-

* If a word thus abbreviated be a plural ſubſtantive, the proper mark muſt be added; as Op——s for opinions.

conſonant; thus ʃ may be abroad, ʃ about, *af* after, *of* * often, ʃ action, ⸗ according accordingly, *ok* occaſion, .*ó* almoſt, ʃ always, *im* (at top) immediately, *im* (at bottom) impoſſible, *in* (at top) into, *on* (at bottom) only, *un* (at bottom) unto, *ap* apart, *op* open, *aq* acquaint, *as* aſide, *es* in (the middle) theſe, *is* (in the middle) this, *os* (at bottom) thoſe, *us* (at bottom) thus,† *ut* utmoſt, *ex* (at top) extremely, *ex* (at bottom) exceſſively, &c. &c. A few abbreviations of this kind committed to memory cannot be burdenſome, and the greater number we uſe of them, the more expeditious the ſhort-hand will be rendered. Thoſe which are here inſerted

* This cannot be miſtaken for *of* the ſign of the poſſeſſive caſe, for *f* repreſents that; and in inſtances in which theſe words ſeem to form others, thoſe others are written by a ſingle *alphabetical* character each.

† Theſe *four*, though ſomewhat irregular, are extremely convenient.

inſerted are made uſe of in the unnumbered ſpecimens. When a few of them are become familiar to a learner, he will naturally wiſh to encreaſe their number; and this he may ſafely do, if he be careful not to expreſs different words by the ſame vowel and conſonant in the ſame ſituation; or if he ventures to do this, provided he be cautious that they be words which connection will always diſtinguiſh.

As words which begin with a vowel will often be ſufficiently deſcribed by that vowel and the following conſonant; ſo words which begin with a conſonant followed immediately by a vowel, will often be ſufficiently expreſſed by that conſonant and vowel: thus, A Monarchy is the beſt form of Go——— for a people who have loſt their virtue. We were at a fine concert of mu— laſt night.—And to give a ſentence from the laſt paragraph

graph more contracted—It is ſaid the K—— intends to give his el——do——s to his ſecond ſon the B— of Os——. By this method, as well as by the preceding, vaſt numbers of familiar words may be uſefully contracted; thus before, become, hardly, likewiſe, likely, many, perpetual perpetually, peculiar peculiarly, real really reality, every, (in the middle) ſomething, (at the bottom) ſometimes, (at the bottom) ſince. Theſe inſtances, which may be encreaſed as much as the learner ſhall ſee fit, are practiſed in the unnumbered ſpecimens.

As a daſh is drawn in common writing after a conſonant, or vowel and conſonant for a ſign of deficiency at the end of a word; ſo the beginning and end of a word are frequently written, and the daſh or mark of deficiency drawn *between* them;

to

to ſhew that ſomething is wanting in the middle: thus Un——ity for Univerſity; ar——ary for arbitrary, &c. This practice may be imitated in ſhort-hand; and if in any caſe the firſt vowel and conſonant of a word be thought inſufficient, we may drop the middle, and add the termination: and ſince there are very few words which conſiſt only of a vowel, conſonant and termination; the unuſualneſs of the appearance will ſerve to ſuggeſt deficiency; and the beginning and end being given, will ſhow that the word is deficient in the *middle*; thus ſ⌒ baniſhment, ⌐| for curioſity, // ar——ary for arbitrary, &c.—If at any time a real word ſhould by this means be fully repreſented, yet the connection will prevent miſtakes and even heſitation; thus ⌣| for *univerſity* is alſo *unity*, but

but who can mistake the one for the other? *

'If a word begin with a consonant the following vowel may often be dropped, and the termination set after the consonant alone;' thus may serve for *punishment*; the connection supplying the place of the intermediate dash in long-hand.

A similar method of contraction in use in long-hand, is to express only the first and last consonant of a word, with a dash in the *middle*, to show it to be deficient *there*—This practice we may easily imitate; and this mode of contraction though entirely new in

* When the words to be written by this rule begin with a horizontal character, placing it at the bottom with a vowel preceding or following, will clearly distinguish it from a preposition, and serve as a sufficient hint of the word's being abbreviated after the manner above directed; thus for *university*, for *civility*: for by a foregoing rule a preposition must have no vowel prefixed or subjoined.

in ſhort-hand, ſeems in the inſtances in which it may be employed, the beſt calculated for *brevity with expedition* of all others, except the repreſenting of particular words by a ſingle alphabetical character. In order to diſtinguiſh words thus abbreviated, obſerve

First, ' If the characters be both horizontal to place them at the bottom of the ſpace; the peculiarity of which ſituation (for the top is by rule regarded as the natural place) will ſerve as a mark of deficiency; thus *ſn* ~ in that ſituation may be written for certain, and will be equal to c——n, *kn* for concern, *mn* for maintain; or for other words as occaſion may require; due regard being had to connection as the means of interpreting.

Secondly, ' If one of the characters be horizontal and the other not, join them by an angle (inſtead of running

ning one into another, as directed by the general rule for joining) if they will admit of it, as a ſign of deficiency in the middle; thus, Doctor ∽, Maſter ⁊, &c. Theſe may alſo ſtand for any other words which connection will decypher, and of which theſe are the firſt and laſt conſonants; thus, Chriſt came to d——r ∽ us from ſin. He was committed to Newgate for m——r ⁊ &c.

Thirdly, When the characters will not admit of ſuch a joining, they may be written in an unuſual manner, to ſuggeſt that they are the firſt and laſt conſonants of a word; thus V is for, but > f——r may be former; ſo > may ſtand for proper or pleaſure, > k——r for character, > h——r for harbour, &c.

Fourthly, When the characters will not be diſtinguiſhed by any of theſe ways, they may be disjoined; the firſt being written at the top of the ſpace,

ſpace, and the laſt directly under it, to prevent its being miſtaken for a termination; thus write b——n for between; r——n for return; r——t for retreat; or for other words which connection will decypher.

To words thus written the plural or poſſeſſive *s* may be added; as, returns; and either terminative or grammatical marks, as proper or convenient; thus equal to d——red for delivered, or equal to m——ring for murdering—This laſt direction ſuppoſes, that it may be ſometimes moſt convenient to write the firſt and laſt conſonant of a *root* inſtead of a whole word.

Great uſe may be made of this rule, if the learner pleaſe, for the purpoſe of abbreviating common words; thus may always be *between*, *former*, *neither*, (at bottom) *unleſs*, *perhaps*, (at bot-

bottom) *ſeldom*, *further*, &c. &c. Theſe inſtances are practiſed in the unnumbered ſpecimens, and may be increaſed at the pleaſure of the learner.

Repetition is to be expreſſed by placing ſo many dots at the bottom of the word to be repeated, as there are to be repetitions of it: thus for holy, holy, holy.

If a whole ſentence be to be repeated, draw a line below all but the laſt word of it, and ſet as many dots under the laſt, as there are to be repetitions of the ſentence: thus , the temple of the Lord, the temple of the Lord, the temple of the Lord.

By one or other of the above rules all the words in any ſentence, which the connection will permit to be abbreviated, may be written very conciſely.

Thoſe which begin with a conſonant, may be expreſſed by their firſt

work with attention, and to imprint the rules upon his memory.—I ſhall take leave of him with the following advice of Mr. *Byrom*,

> *Take time enough*; all other graces
> Will ſoon fill up their proper places.

*** If

Evil Speaking.

Evil Speaking.

RES 10
28 MAY 195
READER'S SURNAME
(in block capitals)
ASHBY
NO. OF SEAT
H72

Sterne's Sermons. Vol. II. Ser. 3

Perseverance.

Shakespeare. Troilus & Cressida.

*** If the expreſſions for words in the Short-hand Specimens be in any inſtance thought too much abbreviated, the Learner is deſired to take notice, that they are *not preſcribed:* The author thinks them ſufficient for his own reading;—but every writer is to judge for himſelf.

Evil Speaking.

by a report which the party who is at the pains to propagate it, beholds with much fellow-feeling, that ſhe is heartily ſorry for it, hopes in God it is not true; however as Archbiſhop *Tillotſon* wittily obſerves upon it, is reſolved in the mean time to give the report her paſs, that at leaſt it may have fair play, to take its fortune in the world, to be believed or not according to the charity of thoſe into whoſe hands it ſhall happen to fall— So fruitful is this vice in experiments to ſatiate as well as diſguiſe itſelf. But if theſe ſmoother weapons cut ſo ſore, what ſhall we ſay of open and unbluſhing ſcandal, ſubjected to no caution, tied down to no reſtraints? If the one like an arrow ſhot in the dark, does ſo much ſecret miſchief, this, like the peſtilence which rageth at noon-day, ſweeps all before it, levelling without diſtinction the good and the bad; a thouſand

fall

fall beſide it, and ten thouſand on its right-hand, they fall, ſo rent and torn, in this tender part of them, ſo unmercifully butchered, as ſometimes never to recover either the wounds or the anguiſh of heart which they have occaſioned.—But there is nothing ſo bad which will not admit of ſomething to be ſaid in its defence——And here it may be aſked, whether the inconveniences and ill effects which the world feels from the licentiouſneſs of this practice, are not ſufficiently counterballanced by the real influence it has upon mens lives and conduct? That if there was no evil-ſpeaking in the world, thouſands would be encouraged to do ill, and would ruſh into many indecorums like a horſe into the battle, were they ſure to eſcape the tongues of men. That if we take a general view of the world, we ſhall find that a great deal of virtue, at leaſt of the outward appearance

hibition. In many caſes 'tis hard to expreſs ourſelves ſo as to fix a diſtinction betwixt oppoſite characters, and ſometimes it may be as much a debt we owe to virtue, and as great a piece of juſtice to expoſe a vicious character, and paint it in its proper colours, as it is to ſpeak well of the deſerving, and deſcribe his particular virtues. And, indeed when we inflict this puniſhment upon the bad merely out of principle, and without indulgences to any private paſſion of our own, 'tis a caſe which happens ſo ſeldom, that one might venture to except it.——However to thoſe who in this objection are really concerned for the cauſe of virtue, I cannot help recommending what would much more effectually ſerve her intereſt, and be a ſurer token of their zeal and attachment to her. And that is, in all ſuch plain inſtances, where it

ſeems

ſeems to be a duty to fix a diſtinction betwixt the good and the bad, to let their actions ſpeak it, inſtead of their words; or at leaſt to let them both ſpeak one language. We all of us talk ſo loud againſt vicious characters, and are ſo unanimous in our cry againſt them, that an unexperienced man, who only truſted his ears, would imagine the whole world was in an uproar about it, and that mankind were all aſſociating together, to hunt vice out of the world. Shift the ſcene, and let him behold the reception which vice meets with, he will ſee the conduct and behaviour of the world towards it, ſo oppoſite to their declarations, he will find all he heard ſo contradicted by what he ſaw, as to leave him in doubt, which of his ſenſes he is to truſt, or in which of the two caſes mankind were really in earneſt. Was there virtue enough

in

in the world to make a general ſtand againſt this contradiction; that is, was every one who deſerved to be ill-ſpoken of, ſure to be ill-looked on too; was it a certain conſequence of the loſs of a man's character, to loſe his friends, to loſe the advantages of his birth and fortune, and thenceforth be univerſally ſhunned, univerſally ſlighted; was no quality a ſhelter againſt the indecorums of the other ſex, but was every woman without diſtinction who had juſtly forfeited her reputation, from that moment was ſhe ſure to forfeit likewiſe all claim to civility and reſpect; or in a word, could it be eſtabliſhed as a law in our ceremonial, that wherever characters in either ſex were become notorious, it ſhould be deemed infamous either to pay or receive a viſit from them, and the door were to be ſhut againſt them in all public places,

places, till they had ſatisfied the world, by giving teſtimony of a better: A few ſuch plain and honeſt maxims faithfully put in practice, would force us upon ſome degree of reformation. Till this is done, it avails little that we have no mercy upon them with our tongues, ſince they eſcape without feeling any other inconvenience.—We all cry out that the world is corrupt, and I fear too juſtly; but we never reflect what we have to thank for it, and that our open countenance of vice, which gives the lye to our private cenſures of it, is its chief protection and encouragement. To thoſe however who ſtill believe that evil-ſpeaking is ſome terror to evil doers, one may anſwer as a great man has done upon the occaſion, that after all our exhortations againſt it, 'tis not to be feared but that there will be evil-ſpeaking enough

enough left in the world to chastise the guilty: and we may safely trust them to an ill-natured world, that there will be no failure of justice upon this score. The passions of men are pretty severe executioners, and to them let us leave this ungrateful task, and rather ourselves endeavour to cultivate that more friendly one recommended by the apostle, of letting all bitterness, and wrath, and clamour, and evil-speaking, be put away from us, of being kind to one another, tender-hearted, forgiving one another, even as God for Christ's sake forgave us, Amen.

Yorick's Sermons; Vol. II. Ser. XI.

PERSEVERANCE.

——— *Perseverance* keeps honour bright:
To have done, is to hang quite out of fashion,
Like rusty mail in monumental mockery.
For honour travels in a streight so narrow,
Where one but goes abreast: keep then the path;
For

For Emulation hath a thouſand ſons,
That one by one purſue; if you give way,
Or turn aſide from the direct forth-right,
Like to an entred tide, they all ruſh by,
And leave you hindermoſt; and there you lie,
Like to a gallant horſe fall'n in firſt rank,
For pavement to the abject rear, o'er-run
And trampled on: then what they do in preſent,
Tho' leſs than your's in paſt, muſt o'ertop your's.
For Time is like a faſhionable hoſt,
That ſlightly ſhakes his parting gueſt by th' hand;
But with his arms out-ſtretch'd, as he would fly,
Graſps in the comer; Welcome ever ſmiles,
And Farewel goes out ſighing.———

Troilus and Creſſida.

F I N I S.